

Campbellsville University Student Handbook 2022-2023



CAMPBELLVILLE UNIVERSITY

STUDENT HANDBOOK

2022-2023

FAILURE TO READ THIS HANDBOOK DOES NOT EXCUSE A STUDENT FROM THE REQUIREMENTS, REGULATIONS AND CONSEQUENCES DESCRIBED HEREIN.

The Student Handbook is a publication of the Campbellsville University Office of Student Services. It is made available to all students at the beginning of the fall semester. The publication contains policies/procedures for academic/business/financial aid and student life on campus.

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Student Services
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EMERGENCY PHONE NUMBERS

Office of Campus Safety & Security.....270-403-3611 or 270-789-5555

Campus Safety & Security Office.....270-789-5556

Office of Student Services..... 270-789-5005

Office of the President 270-789-5001

In case of emergency..... 911

University Physical Plant..... 270-789-5017

NOTE: The 911 Emergency System can be accessed from any campus phone, if you do call 911.

For any emergency, please call Campus Safety and Security immediately afterward. This will allow Campus Safety and Security personnel to assist and help coordinate an appropriate response.

Each regional center has their own emergency contact list.

“The eleven disciples traveled to Galilee, to the mountain where Jesus had directed them. When they saw Him, they worshiped, but some doubted. Then Jesus came near and said to them, ‘All authority has been given to Me in heaven and on earth. Go, therefore, and make disciples of all nations, baptizing them in the name of the Father and the Son and the Holy Spirit, teaching them to observe everything I have commanded you. And remember, I am with you always, to the end of the age.” Matthew 28:16-20

UNIVERSITY HISTORY AND PURPOSE

In 1900, the members of the Russell Creek Baptist Association, realizing the need for Christian education, appointed a committee to raise funds for the building of such a school. It was not to be “just another school” but one with a specific program and definite ideas with Christian ethics as its theme. Work by the committee continued and Russell Creek Academy was founded in 1906. The Academy grew and, as a result, became a junior college in 1949 named for the lovely community in which it is located.

In October 1957, the Board of Trustees at Campbellsville was authorized to execute its proposal of expanding the College to a four-year institution. In 1959, the Kentucky Board of Education approved the College for a four-year teacher education program. Campbellsville University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award certificates, associate, baccalaureate, and masters. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the status of Campbellsville University.

On April 11, 1996, the Board of Trustees at Campbellsville approved an institutional name change from Campbellsville College to Campbellsville University. This change has and will continue to allow opportunities for the development of additional academic programs at both the undergraduate and graduate levels. It also enhances the institution’s ability to attract and retain high quality faculty, students and external support.

Campbellsville University is “not just another school.” It is distinctive because it specializes in character building. Campbellsville University strives for excellence in faith, in learning, in living, and in developing Christian leadership. Whatever you want to be, this is the place to “find your calling.”

MISSION STATEMENT

Campbellsville University is a comprehensive, Christian institution that offers non-credit technical programs, along with certificates, associates, undergraduate and graduate programs. The university is dedicated to academic excellence solidly grounded in the liberal arts that fosters personal growth, integrity and professional preparation within a caring environment. The university prepares students as Christian servant leaders for life-long learning, continued scholarship by linking discovery research to knowledge at the doctoral level, and active participation in a diverse, global society.

Core Values

- To foster academic excellence through pre-professional certificates, associates, baccalaureate, and graduate programs through traditional, technical, and online systems
- To achieve academic excellence through rigor and relevancy in undergraduate, master’s and doctoral level programs
- To provide an environment conducive for student success
- To value diverse perspectives within a Christ-centered community
- To model servant leadership and effective stewardship

A STATEMENT OF BAPTIST HIGHER EDUCATION VALUES

Campbellsville University is committed to providing a quality educational experience within the Baptist tradition and in keeping with a strong Christian emphasis. Under the Lordship of Christ, the institution affirms historic Baptist principles including: the priesthood of the believer, the authority of Scripture, freedom of conscience, integration of faith and learning, pursuit of truth in an academically challenging environment, student involvement in servant ministry, and affirmation of others in a spirit of grace and love. While the University continues to maintain very close ties to Baptist Churches and bodies, the institution exists to provide Christ-centered higher educational opportunities to a diverse student population. Campbellsville University, while Baptist in affiliation and Christ-based in practice, is neither a church nor an ecclesiastical authority. Since 1906 the institution has existed to provide higher educational opportunities to men and women in a positive and academically challenging Christian environment. In that same spirit, we affirm the challenges and opportunities of Baptist higher education in the 21st Century.

In compliance with *A Statement on Baptist Higher Education Values* as noted above, Campbellsville University affirms the historical religious exemption granted under the Civil Rights Act of 1964, and other applicable federal and state statutes and regulations, as a Christian university in the Baptist tradition, and to develop and implement all policies and procedures relative to employment practices and student and employee behavior to conform with this historical relationship to the Baptist church and the larger Christian community. These policies and procedures will be the basis for the mission and activities of all campus organizations and use of all Campbellsville University facilities.

As God extended His love for all human beings through his Son Jesus Christ and as an institution that affirms the “whosoever will gospel of Jesus Christ” (John 3:16), Campbellsville University extends love for mankind through a commitment to the Great Commission (Matthew 28:16-20; Acts 1:8) and in the spirit of the Great Commandment (Matthew 22:36-40). Therefore, Campbellsville University will implement the development and administration of all policies and procedures in the recognition of the diversity of God’s creation and His infinite grace toward all people.

Adopted: 2001; Revised: 2015

LETTER FROM THE PRESIDENT

Dear Campbellsville University Student,

Welcome to Campbellsville University! We are proud you have decided to invest your college years at CU!

I hope you are preparing to take advantage of the many opportunities that lie ahead during your college experience. Explore the variety of options and programs that are made available to you. Explore and involve yourself with the many CU choices. Make these years “the best of your life” as you “find your calling” at CU.

The ***Student Handbook*** is designed to inform you of university policies and provide answers to questions about student life. You should also review the [UNIVERSITY BULLETIN-CATALOGUE](#) as an additional source of information on policies and procedures that impact you as a CU student.

Please take time to review the Core Values that clarify the [CU MISSION STATEMENT](#).

Our Core Values are:

- To foster academic excellence through pre-professional certificates, associates, baccalaureate, and graduate programs through traditional, technical, and online systems
- To achieve academic excellence through rigor and relevancy in undergraduate, master’s and doctoral level programs
- To provide an environment conducive to student success
- To value diverse perspectives within a Christ-centered community
- To model servant leadership and effective stewardship.

We are actively expanding and adapting our curriculum to prepare you for a dynamic future. Several new programs and facilities are being implemented to further the learning experience. Even more important, you are surrounded by staff and support systems to deepen and broaden your readiness for the next step. It is the people of this University that define who we are and provide the greatest opportunity and resource for you. They will be reaching out to you with support; be sure you are connecting and taking full advantage of these relationships and strengths.

A good example of this support is our Badgett Academic Support Center (BASC). This is an incredible place of encouragement, coaching, and resource that is here to help you succeed in your chosen field of study. So, remember to “Ask at the BASC.”

We are committed to providing you with a quality education in an atmosphere that is academically challenging and focused on enabling you to become a servant leader. We encourage you to take advantage of Campus Ministry activities and grow in your faith as you journey through your academic studies. I believe you will find this to be an inspiring place of joy and encouragement.

As our university community supports you, allow me to ask an important question. Are you willing to give of yourself in service? Christ teaches us to give of ourselves in service to others. This is the legacy of so many CU alumni who have passed through this great institution, and it is the beginning of a lifestyle that will shape you and those around you.

Thank you for choosing Campbellsville University as your place to study, learn, and live. May God bless you as you grow in scholarship and faith.

Sincerely,

Joseph Hopkins

Joseph Hopkins
President

HANDBOOK CONTENTS

Academics

Academic Policies	p. 64-67
Academic Support	p. 69-70
Career Services	p. 70-71
Chapel/Convocation Series	p. 67
Montgomery Library	p. 68-69
Registrar's Office	p. 73
Withdrawal Information	p. 65

Business

Bookstore	p. 77-78
Financial Aid	p. 73-75
Postal Service	p. 75-77
Student Accounts Office	p. 71-73
University Vehicles	p. 78-79

Campus Values & Behavior

Behavioral Assessment Team	p. 48-49
Judicial Process	p. 45-48
Philosophy of Behavior	p. 44-45
Resources - Substance Abuse	p. 61-64
Statement of Student Rights	p. 45
Violations/Sanctions	p. 49-58

Christian Activities

Campus Ministries	p. 14
Directory of Churches	p. 15-17

Focus Statements

Alcohol/Drug Awareness	p. 61-64
Campus Safety Report	p. 87-89
Computer Resources Policies	p. 82-87
Family Education Rights	p. 79-82
Notice of Non-Discrimination	p. 59
Policy on AIDS	p. 59-60
Sexual Misconduct Policy	p. 59-60
Weapons Policy	p. 60-61

Guide to Sources/Time Frames

Academic Calendar	p. 11-13
Building Names/Codes	p. 7
Business Hours	p. 9
Class Hours/Time Frames	p. 8
Emergency Phone Numbers	p. 2
Final Exam Schedule	p. 8
Information Sources	p. 7
Student Services Staff/Contact	p. 1

Residence Hall Guidelines

Care of Rooms	p. 19
Check-In & Check-Out	p. 18-19
Co-Ed Visitation	p. 23
Damage to Rooms	p. 22
Furniture in Rooms	p. 20
Guests	p. 22-23
Keys	p. 20
Laundry	p. 22
Lost & Found	p. 21
Quiet Hours	p. 23-24
Requesting Room Change	p. 19
Residence Hall Citations	p. 25
Residence Hall Guidelines	p. 18
Room Assignments	p. 18
Room and Board Charges	p. 18
Safety/Security	p. 20-21
Search & Seizure	p. 21
Smoking Policy	p. 24

Student Organizations/Activities

Athletics	p. 42-44
Campus Ministries	p. 42
Scheduling Activities	p. 36-37
Student Organizations & Registered Peer Groups	p. 37-40
Student Government Assoc.	p. 40
Traditional Events	p. 36-37
University Publications	p. 42
Year-at-a-Glance	p. 10

Student Services

Campus Food Service	p. 31-32
Campus Parking	p. 27-29
Campus Phone/TV Service	p. 32-33
Counseling Services	p. 26
Disability Services	p. 79
Emergency Procedures	p. 29-30
Emergency Situations	p. 30-31
Health Services	p. 26-27
International Students	p. 67-68
Student Activities	p. 33-36

University History

Baptist Higher Education Values	p. 4
History and Purpose	p. 3
Mission Statement	p. 3
President's Letter	p. 5

GUIDE TO INFORMATION SOURCES

ACADEMIC PROBLEMS OR QUESTIONS.....	Academic Affairs, AD 13
ACADEMIC STANDING, COURSE CHANGES, TRANSCRIPT CHANGES...	Registrar's Office, AD 18
CAMPUS ACTIVITIES,	Student Activity, SC 21
CAREER ADVISING.....	Career Services, TTC 201
CHANGE ADVISOR, DECLARE OR CHANGE MAJOR/MINOR.....	Academic Support, BASC
COMMUTER SERVICES.....	Student Activity, SC 8
FINANCIAL ACCOUNTS, PAYMENTS.....	The Student Accounts Office, AD 15
FINANCIAL AID PLANS, WORK-STUDY.....	Financial Aid, AD 17
HONORS PROGRAM.....	Druien Hall
HOUSING REQUESTS.....	Graduate Residence Manager
INTERNATIONAL STUDENTS.....	Center for Global Engagement
INTRAMURAL SPORTS.....	Student Activity, SC, Main Foyer
PERSONAL COUNSELING.....	Counseling Services, SSH
POST OFFICE BOX, UPS.....	Davenport Student Commons, HSC
RELIGIOUS ACTIVITIES.....	Campus Ministries, RC
STUDY ABROAD PROGRAM.....	Carter Hall 203
TUTORING.....	Academic Support, BASC
VEHICLE REGISTRATION, PARKING FINES	Office of Campus Safety & Security

BUILDING NAMES AND CODES

Administration Building	AD	Hawkins Athletic Complex	HC
Alumni Building	AB	Heilman Welcome Center	HWEL
*ESL Institute		Hoffmann House	HH
*Russ Mobley Theater MT		Hord Indoor Facility	HIF
Art Building	ART	Mary Colvin Crabtree Guest House	MGH
Chowning Art Shop	CAS	Meditation Chapel	MC
Art Studio	AS	Montgomery Library	ML
Pence-Chowning Art Gallery	AG	*Bright-Redmon Student Commons	
Badgett Academic Support Center	BASC	North Hall	NH
*Banquet Hall	BASC BQ	Physical Plant	PPS
Bennett-Smith Nursing Bldg.	BSN	Powell Athletic Center	PAC
Betty Dobbins Heilman House	BDH	*University Swimming Pool	
(President's Home)		Ralph A. Tesseneer House	RTH
Betty Dobbins Heilman		*Graduate School	
Wellness Center	HWC	*Center for Distance Learning	
Broadway Hall	BH	Ransdell Chapel	RC
CU Professional Center	CUPC	*Campus Ministries	
Carter Hall	CH	Shely Science Center	SSC
Carver School of Social Work	CSW	South Hall East	SE
*Social Work Annex SWX		South Hall West	SW
*Faculty Offices CSA		Stapp Hall	ST
Center for Global Engagement	CGE	Student Activity Center	SC
Clay Hill Memorial Forest	CHMF	*Tigers' Den	
Cooper-Tesseneer Guest House	CGH	Student Services	SSH
Development Office	DO	* Counseling Services	
Druien Hall	DH	Virginia Ponser Flanagan Technology	
E Bruce Heilman Student Complex	HSC	Training Center	TTC
*Davenport Student Commons	DC	Tiger Health Clinic	THC
*University Post Office		Tigerville Grille	TG
*Barnes & Noble Bookstore		*Papa John's	
*Chick-fil-A® Express		Theater Studio	TS
Education Building	EB	Tuggle-Morris Center	TMC
Enrollment Center	EC	Turner Log Cabin	TLC
Finley Stadium	FS	University Communications	CMH
*Press Box PB		Village Residence Halls	VL
Gosser Fine Arts Center	GC	Winters Dining Hall	WDH
*The Gheens Recital Hall GRH		WLCU Broadcast Studio	WBS
Gosser Gymnasium	GG	Wrestling Practice Center	WPC
Athletic Field House	AFH		

TIME FRAMES

Regular Class Schedule

MON./WED./FRI.

1st Period - 8 a.m. - 8:50 a.m.
 2nd Period - 9 a.m. - 9:50 a.m.
 3rd Period - 10 a.m. - 10:50 a.m.
 4th Period - 11 a.m. - 11:50 a.m.

5th Period - 12 p.m. - 12:50 p.m.
 6th Period - 1 p.m. - 1:50 p.m.
 7th Period - 2 p.m. - 2:50 p.m.
 8th Period - 3 p.m. - 3:50 p.m.
 9th Period - 4 p.m. - 4:50 p.m.

TUES./THURS.

1st Period - 8 a.m. - 9:15 a.m.
 2nd Period - 9:30 a.m. - 10:45 a.m.
 3rd Period - 11 a.m. - 12:15 p.m.
 4th Period - 12:30 p.m. - 1:45 p.m.
 5th Period - 2 p.m. - 3:15 p.m.
 6th Period - 3:30 p.m. - 4:45 p.m.

Evening Regular Class Schedule

16 weeks - one meeting per week	5:15 p.m. - 7:45 p.m.
	7:45 p.m. - 10:15 p.m.
16 weeks - two meetings per week	5:15 p.m. - 6:30 p.m.
	6:45 p.m. - 8 p.m.
	8 p.m. - 9:15 p.m.
	9:30 p.m. - 10:45 p.m.
8 weeks - two meetings per week	5:15 p.m. - 7:45 p.m.
	8 p.m. - 10:30 p.m.

Note: Chapel/Convocation will be held at 10 a.m. on Wednesdays

Final Exam Schedule

If your course meets: Your final exam will be:

MWF 8 a.m.	Monday 8-9:30 a.m.
MWF 9 a.m.	Wednesday 8-9:30 a.m.
MWF 11 a.m.	Monday 11 a.m.-12:30 p.m.
MWF 12 p.m.	Wednesday 11 a.m.-12:30 p.m.
MWF 1 p.m.	Friday 8-9:30 a.m.
MWF 2 p.m.	Friday 11 a.m.-12:30 p.m.
MWF 3 p.m.	Monday 2-3:30 p.m.
MWF 4 p.m.	Wednesday 2-3:30 p.m.

TR 8 a.m.	Tuesday 8-9:30 a.m.
TR 9:30 a.m.	Thursday 8-9:30 a.m.
TR 11 a.m.	Tuesday 11 a.m.-12:30 p.m.
TR 12:30 p.m.	Thursday 11 a.m.-12:30 p.m.
TR 2 p.m.	Tuesday 2-3:30 p.m.
TR 3:30 p.m.	Thursday 2-3:30 p.m.

- 1) Exam periods are 90 minutes. Check with your instructor to confirm.
- 2) Exams for evening courses are typically scheduled for the regular class time on the first day of the week that the class meets.
- 3) Eight-week (Bi-term) class exams are given the second class meeting of the finals week.
- 4) The exam times above are the only class meetings for final exam week.

BUSINESS HOURS

ADMINISTRATIVE OFFICES:	Monday – Friday	8 a.m. – 5 p.m.
CASHIER’S OFFICE:	Monday – Friday	11 a.m. – 3 p.m.
LIBRARY:	Fall/Spring Semesters	Monday – Thursday Friday Saturday Sunday
		8 a.m. – 10 p.m. 8 a.m. – 5 p.m. 10 a.m. – 4 p.m. 4 p.m. – 10 p.m.
	Summer Terms	Monday – Friday Saturday – Sunday
		8 a.m. – 5 p.m. Closed
STUDENT ACTIVITY CENTER: and TIGER’S DEN:	Monday – Friday Saturday – Sunday	Noon - Midnight 4 p.m. - Midnight
SWIMMING POOL:	Hours vary – call ext. 5260 for specific times	
STUDENT WELLNESS CENTER:	Monday – Friday Saturday Sunday	6 a.m. – 12 a.m. 9 a.m. – 10 p.m. 12 p.m. – 10 p.m.
TIGER HEALTH CLINIC:	Monday— Friday	8 a.m. – 4:30 p.m.
WINTERS DINING HALL:	Monday – Friday Breakfast *Continental Lunch Dinner Saturday Brunch Dinner Sunday Brunch Dinner	7:15 a.m. – 8:45 a.m. 8:45 a.m. – 9:15 a.m. 11 a.m. – 1:45 p.m. 4:30 p.m. – 7 p.m. 12 p.m. – 1:30 p.m. 5 p.m. – 6:30 p.m. 11 a.m. – 2 p.m. 5 p.m. – 6:30 p.m.
BOOKS n BEANS:	Monday – Thursday Friday Sunday	7:30 a.m. – 10 p.m. 7:30 a.m. – 6 p.m. 7 p.m. – 10 p.m.
BRIGHT-REDMON STUDENT LOUNGE:	Monday – Friday Saturday Sunday	8 a.m. – 12:00 a.m. 4 p.m. – 12:00 a.m. 4 p.m. – 12:00 a.m.
CHICK-FIL-A® EXPRESS:	Monday – Saturday	11 a.m. – 8 p.m.
PAISANO’S ITALIAN MARKET	Monday – Friday Lunch Dinner	11 a.m. – 1:45 p.m. 4:30 p.m. – 7 p.m.
PAPA JOHN’S PIZZA:	Monday – Sunday Delivery 11 a.m. – 11:30 p.m. Monday – Sunday Carryout 11 a.m. – 11:10 p.m.	
SIMPLE BLENDS	Monday – Friday Saturday	7 a.m. – 9 p.m. 9 a.m. – 9 p.m.
STARBUCKS® KIOSK:	Monday – Friday	7 a.m. – 8 p.m.
TIGERVILLE GRILLE:	Monday – Sunday Sunday	11 a.m. – 8 p.m. 12 p.m. – 9 p.m.

YEAR-AT-A-GLANCE

University Holidays

Labor Day – Sept. 5
Thanksgiving – Nov. 23-25
Semester Break – Dec. 9 – Jan. 9
Martin L. King Day – Jan. 16
Spring Break—March 6-10
Easter Holidays – April 7-10
Memorial Day – May 29
Juneteenth—June 19
Independence Day Holiday – July 4

Traditional Events

Welcome Week– Aug. 22-28
SGA Week—Sept. 12-16
Presidential Inauguration Celebration—Sept. 14-17
Family Weekend – Sept. 15-16
Campus Retreat – Sept. 23-25
Homecoming Week—Sept. 26-Oct. 1
Homecoming – Oct. 1
Outdoor Week—Oct. 3-8
Revive Week – Nov. 1-3
CU Heritage Day – Sept. 28
International Week – Nov. 7-11
International Education Fair – Nov. 9

Midnight Breakfast—Dec. 1
Christmas Celebration – Dec. 6
Fall Stress Busters – Dec. 5-9
Fall Commencement – Dec. 9
Spring Welcome Week – Jan. 9-13
Valentine Pageant – TBD
Sweetheart Week—Feb. 13-17
March Madness Week—March 13-17
Spring Formal – TBD
Earth Week—April 17-22
Spring Stress Busters – May 1-5
Graduate Commencement – May 5
Under Graduate Commencement – May 6

Theater Performances

A Gentleman's Guide to Love and Murder
Homecoming Musical—Sept. 29-Oct. 2
Dracula
Halloween Radio Play—Oct. 30
The Best Christmas Pageant Ever: The Musical
Christmas Play—Dec. 8-11
Machinal by Sophie Treadwell
Spring Play—Feb. 23-26

King Lear
Shakespeare Under the Stars—May 11-13
Pirates! The Musical
KIDS Camp—May 29-June 3
Anything Goes: Youth Edition
Tween/Teen Camp—June 9-10 & 16-17
The SpongeBob Musical
4th of July Musical—June 29-July 4

Exam Schedules

Fall Semester Finals—Dec. 5-9
Spring Semester Finals –May 1-5

School of Music

The CU School of Music presents a variety of recitals and concerts each semester. Most performances are free, and everyone is encouraged to attend. For complete, up-to-date listings, visit our online calendar at www.campbellsville.edu/music.

Central Kentucky Art Series (CKAS)

CKAS is the greater Campbellsville area community arts council. Admission is by season, membership, or tickets at the door. However, Campbellsville University students are admitted free with a valid ID; spouses and children are \$3.

Campbellsville University
Undergraduate Calendar
Fall 2022-23

Fall Semester	August 22-December 10
1 st bi-term	August 22-October 15
2 nd bi-term	October 17-December 10
August 22	Advising/Registration
August 22	Evening Classes begin (5:15 p.m. and later)
August 23	All Other Classes begin
August 26	Last Day to add/register for 1 st bi-term or semester term
September 5	Labor Day (No Classes)
September 30	Last Day to drop 1 st bi-term class with W
October 13-14	Fall Break (No Classes)
October 15	1 st bi-term ends*
October 17	2 nd bi-term begins**
October 19-28	Junior and Senior Academic Advising
October 21	Last Day to add/register 2 nd bi-term
October 31-November 1	Sophomore Academic Advising
November 2-11	Freshman Advising
	Sophomore/Junior/Senior Academic Advising continued
November 11	Last day to drop with W (semester term)
November 23, 24, 25	Thanksgiving Holidays
November 28	Last day to drop 2 nd bi-term with W
December 5-9	Final Exams***
December 9	Commencement
December 12	Grades due
<i>December 26-January 7</i>	<i>Winter Term</i>
<i>January 1</i>	<i>New Year's Day</i>

* 1st bi-term classes will have finals October 12-13.

** Adding a 2nd bi-term may bring your total hours for the semester to more than 18 hours and thus you will be charged for all hours above 18.

*** 2nd bi-term classes will have finals December 7-8.

**Campbellsville University
Undergraduate Calendar
Spring 2022-23**

Spring Semester	January 9-May 6
1 st bi-term	January 9-March 4
2 nd bi-term	March 13 –May 6
January 9	Advising/Registration
January 9	Evening Classes begin (5:15 p.m. and later)
January 10	All Other Classes begin
January 13	Last Day to add/register for 1 st bi-term or semester term
January 16	Martin Luther King Jr. Day (no classes)
February 17	Last Day to drop 1 st bi-term class with W
March 4	1 st bi-term ends*
March 6-10	Spring Break (No Classes)
March 13	2 nd bi-term begins**
March 15-24	Junior and Senior Academic Advising
March 17	Last Day to add/register 2 nd bi-term
March 27-28	Sophomore Academic Advising
March 29-April 6	Freshman Academic Advising
	Sophomore/Junior/Senior Academic Advising continued
April 7-10	Easter Holidays (No Classes)
April 11	Last day to drop with W (semester term)
April 21	Last day to drop 2 nd bi-term class with W
May 1-5	Final Exams***
May 5	Graduate Commencement
May 6	Undergraduate Commencement
May 8	Grades due

* 1st bi-term classes will have finals March 1-2.

** Adding a 2nd bi-term may bring your total hours for the semester to more than 18 hours and thus you will be charged for all hours above 18.

*** 2nd bi-term classes will have finals May 3-4.

“But those who trust in the Lord will renew their strength; they will soar on wings like eagles; they will run and not grow weary; they will walk and not faint.” Isaiah 40:31

**Campbellsville University
Undergraduate Calendar
Summer 2022-23**

May Summer Sub-Term	May 8-May 27
Early Summer Sub-Term	May 8-June 28
June Summer Sub-Term	June 5-July 1
June/July Summer Sub-Term (Regular)	June 5-July 29
July Summer Sub-Term	July 3-July 29
Late Summer Sub-Term	June 29-August 19

May 8	Registration for May Term/Early Summer Term
May 8	May Term classes/Early Summer Term classes begin
May 9	Last day to add/register for May Term
May 12	Last day to add/register for Early Summer Term
May 22	Last day to drop with W (May Term)
May 27	May Term ends
May 29	Memorial Day (no classes)
May 30	Registration begins for June Term and June/July Term
June 5	June and June/July Term classes begin
June 7	Last day to add/register June term
June 9	Last day to add/register June/July term
June 14	Last day to drop Early Summer Term with W
June 19	Juneteenth
June 23	Last day to drop June term classes with W
July 1	June Term ends
July 3	July Term begins
June 28	Early Summer Term ends
June 29	Late Summer Term begins
July 6	Last day to add/register for July term
July 4	Independence Day Observed (no July, June/July or Late Summer Term classes)
July 6	Last day to add/register for Late Summer Term
July 14	Last day to drop June/July term classes with W
July 21	Last day to drop July term classes with W
July 29	July and June/July terms end
August 3	Last day to drop Late Summer Term with W
August 19	Late Summer Term ends

“For I know the plans I have for you – this is the Lord’s declaration – ‘plans for your welfare, not for disaster, to give you a future and a hope. You will call to Me and come and pray to Me, and I will listen to you.’” Jeremiah 29:11-12

A DECISIVE ADVENTURE

This handbook, in conjunction with the Campbellsville University Bulletin/Catalog, sets before you the University's plans and expectations for the year. This handbook is, in part, a tool for you in setting a conscious and deliberate path through this year. Our effort together here has much to do with those promises we make and keep with each other...a focused responsible action that increases life-long interest in learning and that increases confidence in approaching unfamiliar experiences.

Your success this year will depend not just on those things that you choose to do, but also will depend on those things you choose not to approach and include in your growth.

Learning takes place through many opportunities and in many settings at Campbellsville University. Students who are active both in their academic work and in a balance of extracurricular activities tend to be more satisfied with college life, tend to enjoy higher achievement and personal development, and are more likely to complete a degree. You will find a variety of activities to choose from in the following pages.

The Office of Student Services provides many recreational, learning, and service opportunities and is easily accessible to discuss choices, problems, and interests you may have.

Your college years should be remembered as exceptional, not just ordinary. Join in partnership with faculty, staff, students, and coaches in making a difference in our world.

CHRISTIAN ACTIVITIES

Church Life

The Campbellsville community has many active churches readily available to students, faculty, staff, and coaches. The friendly and energetic atmosphere in the churches provides a rich opportunity for growth and ministry.

The University encourages students to make involvement in the larger community of faith a priority in the college experience. Students are also encouraged to prepare for future leadership in church life.

Churches in the area enthusiastically welcome student participation in their congregations, and Campbellsville University encourages all students to regularly attend the church of their choice.

Campus Ministries

The Office of Campus Ministries seeks to develop a broad range of opportunities for students to worship, grow as disciples, evangelize, be involved in ministry and fellowship. It is the aim for students to not only go on mission trips but to be *on mission* on campus, in our community, throughout our country and around the world.

This office provides support to student-led Christian organizations; see page 40-41, and acts as a coordinator for ministry activities on campus.

The Office of Campus Ministries also serves as a center to respond to personal, emotional and spiritual needs experienced by members of the University family. Both personal and group consultations are available through this office.

Other Christian Activities

The University places strong emphasis on providing a special atmosphere for worship and spiritual growth. Many opportunities for this growth are available through creative worship, Bible studies, fellowships, ministry teams, mission projects and retreats. The Baptist Campus Ministry and Fellowship of Christian Athletes are campus organizations that provide students opportunities for involvement and leadership in Christian activities.

CHURCHES IN OUR COMMUNITY

Southern Baptist

Beech Grove Baptist Church	301 Black Gnat Road
Campbellsville Baptist Church	420 North Central Avenue
Eastside Baptist Church	2900 Reids Chapel Road
Elkhorn Baptist Church	3145 Elkhorn Road
Fairview Baptist Church	2700 Elkhorn Road
Friendship Baptist Church	5411 Bengal Road
Good Hope Baptist Church	8320 Saloma Road
Grandview Baptist Church	53 Webster Road
Green River Memorial Baptist Church	3441 Old Columbia Road
Liberty Baptist Church	460 Spurlington Road
High Street Baptist Church	102 Bourne Avenue
Lowell Avenue Baptist Church	420 Lowell Avenue
Meadowview Baptist Church	1211 Elkhorn Road
Monroe Baptist Church	500 East Meadow Creek Road
Mt. Carmel Baptist Church	58 Dewitt Road
Mt. Gilboa Baptist Church	3205 Mt. Gilboa Road
Mt. Roberts Baptist Church	898 Mac Pittman Road
Palestine Baptist Church	80 Church Lane
Pitman Valley Baptist Church	670 Dannie Nelson Road
Pleasant Hill Baptist Church	6380 Old Lebanon Road
Raikes Hill Baptist Church	3890 Raikes Hill Road
Robinson Creek Baptist Church	2564 Smith Ridge Road
Salem Baptist Church	271 Salem Church Road
Saloma Baptist Church	1505 West Saloma Road
South Campbellsville Church	601 South Central Avenue
Yuma Baptist Church	5716 Knifley Road, Elkhorn

Other Baptist

Bible Baptist Tabernacle	50 Bambi Drive
Calvary Baptist Church	200 Coakley Street
Campbellsville Baptist Temple	1360 Old Hodgenville Road
First Baptist Church	704 East Broadway
Freedom Baptist Church	1365 N. Bypass Road
Pleasant Union Baptist Church	426 Fallen Timber Road
Zion Separate Baptist Church	542 Levelwood Road

Catholic

Our Lady of Perpetual Help	429 North Central Avenue
Our Lady of the Hills	9259 Old Lebanon Road, Finley

Brethren in Christ

Campbellsville Brethren in Christ Church	805 Country View Drive
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Christian

Campbellsville Christian Church	302 Lebanon Avenue
Mannsville Christian Church	9526 Liberty Road, Mannsville
Southside Christian Church	2831 Elkhorn Road
Woodlawn Christian Church	831 West Main Street

Church of Christ

Broadway Church of Christ	1508 East Broadway
Sunnyhill Church of Christ	106 Sunnyhill Drive

Church of God

Church of God of America	626 East Broadway
East Campbellsville Church of God	357 Eastport Road
First Church of God	100 Hillcrest Drive

Cumberland Presbyterian

First Cumberland Presbyterian Church	500 Cumberland Way
Liberty Cumberland Presbyterian Church	4139 Old Columbia Road
Shiloh Cumberland Presbyterian Church	1186 Shiloh Road

Episcopal

St. Thomas Episcopal Church	116 S. Columbia Avenue
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Methodist

Asbury United Methodist	9600 New Columbia Road
Bethel AME Church	240 Lone Valley Road
Elkhorn United Methodist	800 Elkhorn Loop
Fannie Chapel CME Church	312 Meadowbrook Drive
First United Methodist Church	317 East Main Street
Hogards Chapel United Methodist	678 Black Gnat Road
Millers Chapel United Methodist	1280 E. Meadow Creek Road
St. Andrew United Methodist	1001 South Central Avenue
St. Mark United Methodist	400 Meader Street

Nazarene

Campbellsville Church of the Nazarene	912 West Main Street
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Presbyterian

Bethel First Presbyterian	502 East Main Street
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Non-Denominational

3Trees Church	1 Living Grace Drive
Antioch Christian Life Ministries	9635 New Columbia Road
Beulahland Community Church	2673 Smith Ridge Road
Campbellsville Crossroads Community Church	58 Bear Track Road
God's Grace Church	1185 South Columbia Avenue
Hope International Ministries	610 West Main Street
New Journey Church	156 Gaines Drive
New Life Church	920 Old U.S. 68
Reverence for Christ Community Church	109 Crescent Hill
Vineyard Christian Fellowship	105 Pleasant Drive

Other

Jesus Name Church	80 Tabernacle Road
Victory Church	100 A Cox Road

Pentecostal

International Gospel Lighthouse Church	99 Lighthouse Road
Truth Tabernacle United Pentecostal Church	4607 Old Lebanon Road
Victory Tabernacle Churches	9999 Hodgenville Road

STUDENT SERVICES

Student Services Philosophy

The Office of Student Services staff attempts to facilitate the student's adjustment to the University environment. The responsibilities of developing the student begin once a student is admitted to Campbellsville University. The registration/orientation sessions held in spring and summer, as well as at the beginning of the semester, serve to acquaint new students with the campus and university life.

The Office of Student Services staff works together with the academic personnel to provide not only a strong knowledge base but opportunities for personal growth and development of our students. A major part of the educational process is learning about self and how to relate to others. With this philosophy, the Office of Student Services provides services to students to enhance the uniqueness of each individual in his/her developmental process.

Activities

The mission of the Office of Student Activities is to provide Christ-centered avenues for all students to connect, engage and grow in a manner that holistically develops students to participate in meaningful community, leadership growth, and opportunities to exercise gifts and talents beyond the classroom.

Housing

Residence halls for our single students are managed by the Director of Residence Life in the Office of Student Services. Please refer to the "Residence Hall Guidelines" section beginning on page 18.

Campus Calendar

The Master Calendar of campus activities is kept in the Office of Student Services. All activities and meetings sponsored by administration, faculty, staff, coaches and University clubs/organizations, or off campus groups or individuals must be placed on the calendar. An Event Registration Form must be completed online before activities are placed on the Master Calendar.

Identification Card

All students **must** have an ID (identification card) to attend campus activities, to use the swimming pool and Tigers Den, to eat in the Winters Dining Hall and to attend open dorms in the residence halls. ID cards are made by the Office of Student Services. If a student loses his/her ID, another one can be purchased for \$25. ID cards are not transferable and will be confiscated if presented by anyone other than the person to whom the card was issued. Students are admitted to most campus activities and events with a valid CU student ID. Resident students must always present their ID before eating in University dining facilities. The Student Government Association and other campus clubs may make nominal charges for events they sponsor.

Enforcement of University Policies and Regulations

The Office of Student Services is responsible for enforcing the policies and regulations for students on campus. When these policies and regulations are broken, disciplinary action is taken. Details of this process can be found under Judicial Council Procedures.

"Since by the one man's trespass, death reigned through that one man, how much more will those who receive the overflow of grace and the gift of righteousness reign in life through the one man, Jesus Christ." Romans 5:17

RESIDENCE HALL GUIDELINES

All full-time Campbellsville University students **must** live in one of the University residence halls unless they are classified as a commuter (definition below). If the student is not classified as a commuter, they can request permission to live off campus and must meet the following criteria:

1. Be in good social standing with the University, having no current or prior semester judicial offenses, having a 2.5 GPA, as well as meeting **ONE** of the following conditions:
 - Be 22 years old or older.
 - Have completed 80 semester hours **prior** to the semester he/she is requesting to move off campus.
 - Or be a veteran of the U.S. military service.

A **resident** student is defined as a full-time student between the ages 17-24 who lives in University campus housing. A **commuter** student is defined as a student who is a dependent of a parent or legal guardian with whom he/she has physical residence, living within a 70-mile radius of Campbellsville University's main campus.

English as a Second Language (ESL) students are not eligible to live off campus unless they are age 24 or older.

NOTE: Changing status from resident to commuter and moving off campus may affect and reduce financial aid. Students are encouraged to check with the Office of Financial Aid before making plans to change status and move off campus. Any student approved to change status and live off campus is automatically removed from the reservation list for a residence hall room and meal plan. Application forms to change status and live off campus may be obtained on TigerNet, under CU Life Handouts. Forms should be turned in to the Office of Student Services. Failure to complete and process this form could keep the student from completing registration and/or attending classes.

If a resident student discovers that she is pregnant, the University wants to provide her with support and resources to ensure the health of both the mother-to-be and the baby. Therefore, it is imperative that the mother-to-be inform the residence life staff as soon as the pregnancy is determined. The mother-to-be will be provided with the full support of the University's resources to find suitable off-campus housing that both protects her and the baby and enables her to continue her education as long as possible. It is best that the transition to off-campus living is accomplished by the end of the second trimester of the pregnancy.

Room Assignments

Room assignments are made by the residence hall staff with some priority given to previous occupants and in order of receipt of room requests. The contractual statement of the application must be signed and constitutes a binding agreement between the student and the University. Written request for specific room and roommates are honored whenever possible. **THE UNIVERSITY RESERVES THE RIGHT TO ASSIGN ROOMS ACCORDING TO THE BEST INTEREST OF THE STUDENT AND THE UNIVERSITY. Requests for private rooms are honored only if space is available.** In most cases, the student who has lived in the room for the longest period will have priority in assignment of that room. **The cost for a private room is an additional \$500 per semester.**

Room and Board Charges Per Semester For 2022 – 2023 School Year

<u>Tier 1 = \$4,100 per semester</u>	<u>Tier 2 = \$4,610 per semester</u>	<u>Tier 3 = \$4,970 per semester</u>
North Hall	South Hall East	Residence Village Apartments
Stapp Hall	Broadway Hall	
South Hall West		

Residence Hall Check-In Procedure

For incoming new students, residence halls officially open at 8 a.m. to 12 p.m. on the Friday before classes begin each semester. For returning students, residence halls officially open at 1 p.m. on the Sunday before classes start. The Residence Life Staff will conduct check-in when the student first arrives. After receiving the room key, a Resident Assistant will show the student to his/her room and assist the student in filling out the **Check-In Form**. This form is to record any damages that exist before the student moves into the room (blinds, carpet, furniture, etc.). This same form will be used to check each student out of his/her room at the end of the semester or upon leaving school. The purpose of this form is to ensure a student is not charged for damage he/she did not cause.

throughout the year. After signing off on the **Check-In Form and signing the Residence Hall Contract**, the student is then allowed to begin to move his/her belongings into their room.

*Any student who does not have a schedule and is not attending class by the census date (typically one week after classes begin), will be asked to move out of the residence hall. A student's meal card will not be activated until they have signed up for classes.

Residence Hall Check-Out Procedure

Students **must** get approval from the Graduate Residence Manager before moving out of their room. After approval is given, the resident **must** have a Resident Assistant or Graduate Residence Manager complete the **Check-Out Form**. This form is again signed by the student stating that the condition of the room is accurately stated on the **Check-Out Form**. If a student does not check out with a Resident Assistant or Graduate Residence Manager, there is an automatic \$100 charge applied to the student's account along with any other damage charges found in the room that were not stated on the **Check-In Form**. **It is imperative that the student checks out with a Resident Assistant or Graduate Residence Manager to avoid any unnecessary charges. All personal property must be removed. Any personal belongings left behind by the student will be discarded. The student may face additional cleaning charges for items left behind.**

Student Requesting to Change Rooms

No room changes will be made without approval from the Graduate Residence Manager and Director of Residence Life. Students will have one week at the beginning of the semester to request roommate or room changes. After the first week, unless there are extenuating circumstances, students will be expected to remain in the room assigned until the end of the semester. To move after this date may result in a \$50 charge. To make a room change, a Room Change Request Form must be obtained from the Graduate Residence Manager, completed and returned. The Graduate Residence Manager will bring the form to the Director of Residence Life. Upon approval, the Graduate Residence Manager will be notified and, in turn, will inform the residents of the decision.

Care of Rooms

Each student is responsible for the care and cleanliness of his/her room/bathroom. He/she is responsible for keeping wastebaskets emptied, beds made and floors clean. In South Hall East Complex, Broadway Hall and Residence Villages, occupants are responsible for keeping their bathrooms clean and providing their own cleaning supplies. There will be an announced weekly room check. **Fines will be assessed if room/bathroom is not satisfactorily clean.** At the end of the semester, students will be charged a **minimum fine of \$50** for cleaning if rooms are not left reasonably clean.

The large trash cans located in the community bathrooms in Stapp Hall, North Hall, and South Hall West are **for bathroom trash only**. Each student is responsible for taking their own trash from their residence hall room to the closest dumpster.

The following electrical appliances are **not** allowed in residence hall rooms because of fire and safety hazards as determined by the Fire Marshal: electric skillets, grills (electric or non-electric), hot plates, toasters or broilers, space heaters and live or artificial Christmas trees with strands of electrical lights (only battery operated Christmas lights are allowed). **Anything with an open heat surface is prohibited. Hoverboards and chargers are strictly prohibited in the dorms. Neither candles nor incense are allowed in residence hall rooms.**

Small refrigerators (approximately 1-3 cubic feet), microwaves, TVs, stereos, computers, etc. are permitted in individual rooms. Power strips and surge protectors for these additional appliances are recommended.

It is prohibited to use nails, colored plastic, screws, Magic Mounts®, poster putty, tape or glue on walls, doors or furniture. Only Command™ Products or comparable designs are approved for use on walls. They should not be used on doors and furniture. All products must be removed upon checking-out and you may be charged for any damages caused by the products.

Keeping in mind CU is a Christian university, sexually provocative pictures (including calendars) are not to hang in the rooms or on the doors of the rooms. Decorative alcoholic beverage containers or posters/advertisements are not allowed. The appropriateness of these items will be determined by the Graduate Residence Manager or Residence Life Staff. Violation of this guideline will result in having items described above confiscated.

The blinds or drapes in individual rooms are to be closed at dark. Only fireproof curtains/drapes are to be used on the room windows according to fire marshal standards.

Additional Guidelines for Students Living in the Residential Village Apartments:

1. Residents are responsible for their own cleaning of their unit. Housekeeping duties will be assigned by the Graduate Residence Manager and Resident Assistant.
2. Activities outside the house, in the yard or on porches, are limited in respect to neighbors and within University policies.

Premium Residence Halls: Village Apartments, South Hall East, Broadway Hall

It is a privilege to live in one of our premium residence halls. If a student is required to be seen by the Director of Student Conduct for disciplinary reasons, the privilege to live in a premium residence hall may be jeopardized.

Furniture

All furniture must remain in your room/apartment. You are responsible for any damage done to the furniture in your room/apartment. During room inspections, the Resident Assistants will be checking to determine if all furniture is in your room. If any item is missing, you will be subject to disciplinary action and will be required to return the furniture to the room immediately. An inventory of the furnishings and the state of repair is taken at the beginning and end of each year and maintained by the Graduate Residence Manager. During the first week, residents are required to complete and sign the inventory and conditions of the room and furnishings form. No furniture may be removed from the room unless permission is granted by the Graduate Residence Manager. **NO FURNITURE CAN BE BROUGHT INTO THE RESIDENCE HALL WITHOUT BEING INSPECTED AND APPROVED BY THE RESIDENCE LIFE STAFF.** For the safety of the residents, beds are not permitted to be placed in front of windows. Residence Life Staff will monitor the placement of beds.

Lofting

No cinder blocks are permitted in the residence halls. Raising beds must be approved by the Residence Life Staff. Resident Assistants will check for compliance to this policy at each room inspection.

Keys

A residence hall room key is given to each resident student. That key is not to be duplicated and is to be turned in to the Graduate Residence Manager whenever the student moves out or leaves at the end of the semester. A lost key or failure to turn in key at the end of the semester will result in a \$100 charge.

Security for Residence Halls

Back doors of all residence halls are locked for security reasons. Front doors of all residence halls are locked for security purposes from midnight until 7 a.m. daily. Residence hall personnel will be on duty in the main lobby of all residence halls from 1 p.m. until midnight. The safety officer must open the door for late returnees after midnight. Residence halls are locked from midnight until 7 a.m. in an effort to protect students and to keep unauthorized persons out of the residence halls.

DOORS ARE NOT TO BE PROPPED OPEN FOR REENTRY. A resident who wishes to enter the building during safety hours may do so by presenting his/her ID to the Campus Security/Safety Officer at the front door or by using his/her key. **Students caught propping any door will be issued a citation and a fine of \$50.**

Safety Tips

1. Report immediately all suspicious activity or materials to the Office of Campus Safety and Security.
2. Always lock your residence hall room door (including deadbolt) when you leave, no matter how long you will be gone.
3. Always keep your vehicle doors locked and do not leave valuables visible.
4. Never walk alone at night; always have a partner; call the Office of Campus Safety and Security for an escort.
5. Never leave valuables (wallets, purses, phones, books, computers, iPods, etc.) unattended.
6. Record serial numbers and model numbers of all your personal items, such as TVs, stereos, computers, etc.
7. Remember, most crimes committed on most campuses are crimes of opportunity. So do not give crime the opportunity.

Security of Personal Property

To assure the safekeeping of personal property, student rooms must be locked always. The University cannot be responsible for loss of money or personal belongings within residence hall rooms or for automobile or personal property on parking lots. Efforts will be made to find items and/or investigate possible break-ins and thefts. Any missing personal items should be reported immediately to the Graduate Residence Manager, the Office of Safety/Security, or the Office of Student Services. A report will be made for Student Services' file and a police report will be taken if necessary. It is suggested that students bring a locked security box to store small valuables and write initials on labels of clothing. Students are encouraged to purchase their own personal insurance coverage.

Search and Seizure

The University recognizes that a search is an intrusive action. However, the University reserves the right to conduct a search on campus at any time. This search includes the right to search vehicles on campus. The Office of Safety/Security or Residence Life Staff seeks not to be arbitrary in performing a search; it is typically triggered out of concern about the behavioral choices of an individual or group. The University recognizes that a search risks creating a sense of disruption and distrust. A search may be conducted to dispel suspicion.

University staff members, particularly Residence Life Staff, in due course of carrying out their duties, are authorized to respond to any illicit item which may be in plain view anywhere on campus including student rooms and vehicles.

EXAMPLES INCLUDE: WEAPONS, EXPLOSIVES, AMMUNITION, FIREWORKS, ALCOHOLIC BEVERAGES, STOLEN PROPERTY AND CONTROLLED SUBSTANCES. PRESENCE OF ILLICIT ITEMS/CONTRABAND IN PLAIN VIEW MAY BE USED AS PROBABLE CAUSE AND IS A GOOD AND SUFFICIENT REASON TO PERFORM A THOROUGH AND IMMEDIATE SEARCH TO SEIZE CONTRABAND. For example, the presence of alcoholic beverage containers, empty or full, in an open wastebasket may lead to a full room and/or vehicle search. Under stated guidelines for such search regular guidelines for search and seizure apply; the principles of courtesy and privacy are to be observed in managing a search and removal of evidence in so far as this is possible.

A search typically is performed by two staff members. Although it is not a requirement for conducting a search, it is generally preferred that the resident(s) of a room be present during the search. All others will be excused. The room door is to remain closed during the search. Any search must be reported by the Residence Life Staff to the Office of Student Services. If residents are not present at the time of the search, they are to receive written notice within 24 hours after the search is completed, listing item or items seized or removed from the room, and that a search was conducted. Residents are responsible for items found in their room.

At random times throughout the semester, the University reserves the right to have search dogs walk through the residence halls.

A search and seizure is to be conducted with strong regard for the privacy of the student(s) involved. Alcoholic beverages/controlled substances are to be placed in unmarked, closed containers before removal from the room. Any controlled substance may be turned over to local authorities.

Firearms, weapons, bows/arrows, hunting knives, or other deadly weapons are not allowed ANYWHERE on campus as described within the University's weapons policy. The University hereby reaffirms its ban on the possession of all such weapons and devices on University property subject only to the narrow exceptions under Kentucky law relating to concealed firearms.

Lost and Found

Any article found in the residence hall should be turned in to the Graduate Residence Manager. Found articles may be claimed upon presentation of proper identification of the article and evidence of ownership. Lost articles found on campus should be turned in to the Office of Student Services.

Personal Appearance/Dress on Campus

As a private Christ-centered university, the students at Campbellsville University are expected to display maturity in selecting a style of dress consistent with the purpose and mission of the institution.

- In the Chapel, students are expected to dress in a manner reflecting the unique atmosphere of the chapel service they are attending. Hats are prohibited from being worn in Chapel services.
- In the classroom, students should dress in a manner that reflects an attitude toward learning and scholarly pursuit on a Christ-centered university campus.

- Students should wear the appropriate attire for athletic and recreational activities. Men are expected to wear shirts at all times.

Laundry Facilities

Washers and dryers are located in each residence hall for residents' use. Coin operated machines are supplied and serviced by Jetz, a national laundry service to colleges and universities. **THE FACILITIES ARE TO BE USED BY THE RESPECTIVE RESIDENCE HALL STUDENTS ONLY! Washing clothes for people other than persons who live in the residence hall is not allowed.** Students using the laundry machines should be considerate of others and clean off the washer when finished and remove lint from lint filter of dryer. Abuse and/or breakdowns should be reported immediately to the Graduate Residence Manager. Do not leave wash unattended. **Clothes found in or on top of washer/dryers over a 24-hour period will be discarded.**

Pets

Pets are not allowed in the residence halls. Aquariums, with fish only, are allowed with the permission of the Graduate Residence Manager. Aquariums must contain fresh water and be kept clean. Violators will have 24 hours to remove an animal from the premises.

Bicycles

Students can have bicycles on campus. Students are responsible for locking/securing their bikes on campus bike racks **ONLY**. Bicycles parked in unauthorized areas will be removed by the Office of Campus Safety/Security. Bicycles **NOT** claimed by the end of the spring semester will be considered abandoned property.

Skateboards, Scooters, Hoverboards and Rollerblades

For the safety of all students, the use of skateboards, scooters, hoverboards and rollerblades is strictly prohibited on any surfaces other than public streets and sidewalks. Any surfaces owned by Campbellsville University are restricted from use of these modes of transportation. This includes all sidewalks and paved areas within the Campbellsville University campus.

Room Damages

Each room is inspected before, during and after occupancy and charges for damage (other than normal wear) are assigned to the student. Failure to pay will result in a student's being **UNABLE TO MAKE A ROOM RESERVATION FOR THE NEXT SEMESTER OR TO SECURE A TRANSCRIPT**. Damage caused by accidents should be reported immediately to the Graduate Residence Manager.

Damages in the residence halls will be charged to the person or persons responsible. A floor will be charged for damages resulting from group action or unidentified source. Each resident will be responsible for damages in his/her room unless another responsible party is identified. A cost sheet will be provided to each student upon checking into his/her room.

Residents With Hearing Problems

Students who have a hearing problem are required by state law to have a notice on the outside of their room stating "Hearing Impaired Student."

Guests

Overnight guests must be pre-approved and registered with the Graduate Residence Manager at least 24 hours before they arrive.

Failure to register visitors with the Graduate Residence Manager or having a visitor more than three consecutive nights will result in a \$50 fine plus the \$25 overnight charge. Guests are expected to observe residence hall regulations. The CU student guests will be responsible for their own behavior and any infractions of University regulations. The CU student is responsible for the behavior of the non-student guest, including the serving of penalties for any infractions committed by the non-student guest. **Children under 16 years of age are not allowed to stay overnight.** Parents must give written consent to assume all responsibility when children are visiting on campus. Residents' parents and family members may visit in restricted areas of housing, after checking in with the Graduate Residence Manager first. **No guest may stay more than three nights consecutively in the residence halls.**

Use of guest privileges must always consider the rights of your roommate and careful consideration must be shown for their property, privacy and convenience. **A host is always responsible for the behavior of a guest**

at all times and must inform guests of University policies. Should a problem occur, the visitation privilege of a guest may be terminated immediately.

Babysitting

Babysitting is **not** allowed in residence hall rooms or apartments due to liability of the University.

Residence Hall Lounges or Common Areas

Residence hall lounges or common areas are community areas. They are places for people to always feel comfortable. Public lounges are not intended for public display of affection. Couples are to use the lounges in upright seating positions; behavior should not be embarrassing to others in the lounge. Everyone must be fully dressed. Opposite gender visitors may share residence hall lounges from **10 a.m. to midnight every day of the week**. Please keep the volume of the TV and conversation at reasonable levels. The last person to leave the lounge while the TV is in use is to turn off the set. Food may be eaten in restricted areas of the lounges. Residence hall staff reserves the right to modify lobby hours during special occasions such as mid-term and final exams week, spring formal, etc.

Co-ed Visitation

In North, Stapp, South East, South West and Broadway Halls, students may visit in the main lobbies of opposite-gender residence halls from 10 a.m. to midnight every day; Special co-ed visitation periods provide opportunities for students to visit in opposite-gender residence hall rooms as follows: In the traditional dorms, students may visit every day, from 1 p.m. until 11 p.m. In the Residence Village Apartments, every day, from 1 p.m. until 11 p.m. Students must be met in the lobby area and be escorted through the halls by the resident they are visiting in an opposite-gender residence hall.

A schedule for co-ed visitation for each residence hall will be posted at the beginning of each semester. These co-ed visitation privileges are for specific and limited hours; they do not apply during opening weeks of the semesters, during final exam weeks, holiday periods, or during January and May interim periods and summer sessions.

A Resident Assistant will be on duty in the residence hall office from 1 p.m. to midnight and on the floor, as well as periodically checking rooms, during all co-ed visitations. This special privilege may be suspended on nights of major all-college special events, such as athletic events, dances, residence hall meetings, concerts, dramas, etc. Notice of cancellation of co-ed visitation will be posted throughout the residence hall 24 hours in advance of date canceled.

Co-ed Visitation Guidelines

1. A guest must be a minimum of 18 years of age unless he/she is a current full-time Campbellsville University student.
2. Guests enter the residence halls by main entrances.
3. Guests must be met in the lobby area and be escorted through the halls by the resident they are visiting. A resident may not check a guest for another resident.
4. Guests must conduct themselves according to the rules of the University and of the residence hall. This specifically includes quiet hour regulations.
5. Rooms must be well lit and doors must remain **unlocked and open** throughout the period of the visit.
6. At the conclusion of the visit, guests are to be escorted by their host back to the MAIN residence hall lobby to reclaim their ID and to check out.
7. Guests are required to leave the residence hall through the MAIN entrance by 11:00 p.m.
8. A roommate's privacy, plans, needs for rest and quiet must be considered anytime a resident makes plans to bring a guest to his/her room.
9. Guests must use designated opposite-gender bathrooms only.

The co-ed visitation concept requires mature decision making on the part of all involved; it is a set of privileges supervised by Residence Life Staff. Violation of co-ed visitation regulations will at a minimum result in loss of privilege for all persons involved. A first-time visitation violation will result in a \$50 citation, a second visitation violation will result in a \$100 citation and additional sanctions may apply.

Quiet Hours

In order for residence hall space to best meet the needs of all students, all residents must show strong consideration for their neighbors' personal needs for quiet in order to study and rest.

During Quiet Hours, the following Behavior is Prohibited:

- Loud stereos and televisions in your room or lounge area.
- Speakers placed against walls that separate you from your neighbor's room.
- Loud conversation or laughter in your room, lounge or hallways.
- Running in residence halls creating a safety hazard, disruption and a problem for others.
- Slamming doors in any area of the residence hall.
- Yelling down the hall or any noise/behavior that infringes on the rights of others.

Quiet hours are from **11 p.m.** until **10 a.m.** every day of the week. **A 24-hour per day quiet period will be enforced during mid-term and final exam weeks.** A quiet hour policy is set by the Residence Life Staff with advice and consent from the Director of Student Services. It is a vital courtesy to respect other students' rights to peace and quiet at all hours of the day.

Music/Instruments in Rooms

Consideration of roommate and neighbors regarding your music must prevail. A student may not play a musical instrument in the residence hall without permission from the Graduate Residence Manager and/or neighbors. **Amplifiers are strictly prohibited.** Practicing of band instruments must be done in the Gosser Fine Arts Center. Students with stereos must play them in a way so as not to invade other students' privacy.

Use of headphones is suggested to listen to music. Students who continuously infringe on other students' rights with music may be required to place their musical equipment in temporary custody with the Office of Student Services Staff.

Alcohol/Drug Free Campus

As set forth in local, state and federal laws, and the rules/regulations of Campbellsville University, the unlawful possession, use or distribution of illicit drugs and/or alcohol by students and employees, in buildings, facilities, grounds or other properties owned or controlled by Campbellsville University or as part of Campbellsville University activities, is strictly forbidden. In addition, a student appearing on campus (including residence halls) whose use of alcoholic beverages or drugs is discernable by others shall be subject to disciplinary action. Possession and/or use of alcoholic beverages/drugs on University related off-campus trips or group activities is strictly forbidden.

Tobacco-Free/Smoke-Free Campus

Campbellsville University realizes the health risks involved in smoking and use of tobacco products. **Therefore, in compliance with federal guidelines for a smoke-free environment, smoking and use of tobacco products are strictly prohibited in all residence halls and campus buildings and grounds. Violators will be subject to residence hall/judicial sanctions.**

Tobacco use includes the possession of any lighted tobacco products, or the use of any type of smokeless tobacco, including but not limited to chew, snuff, dip, electronic cigarettes, and all other nicotine delivery devices that are non-FDA approved as cessation products.

Fire Protection Equipment

Planned fire drills will be conducted periodically for the safety of the residents. Fire equipment is located in the residence halls or emergency use only. **Any person who tampers with or handles any part of the fire alarm or firefighting equipment other than for legitimate fire protection will be fined \$500.** All members of a group will be charged for damages resulting from group action. Charges will be made to the occupants of that area if the responsible party is not identified.

When a fire alarm sounds in the residence halls, it automatically alerts the local fire department. Fire officials will come on campus, evacuate the building and search for a possible fire. **Houses and other campus buildings must be called in by dialing 911 immediately at the sound of the fire alarm.**

In addition to the University's policy regarding false fire alarms, a full investigation may be performed by the Fire Department Officials as they deem necessary. This act (false fire alarm) is covered by the Kentucky Revised Statutes 508.080, which is a Class D misdemeanor.

Residence Hall Citations

Citations are given for minor offenses that occur in the residence halls to discourage inappropriate behavior. The citations may be given by Resident Assistants and/or the Graduate Residence Manager. With the first offense, a verbal warning will be given; a second offense will result in a fine of \$25; a third offense within the same semester will result in a \$50 fine. With a fourth offense, the student will appear before the Residence Life Staff, and a possible \$100 fine could be sanctioned.

Offenses for which citations may be given include:

- Failure to pass weekly room check by Resident Assistant.
- Missed floor or residence hall meeting.

Major offenses are subject to immediate action by the Office of Student Services as outlined in the Philosophy of Behavior.

Windows

Talking to individuals outside through residence hall windows can be disturbing to other residents. Students are not permitted to sit on ledges or windowsills; students may not throw objects out of windows or at a building; and students may not use windows as a means of entry or as a place to gain someone's attention. Talking to anyone from your window is not permitted from dark until noon each day. For cosmetic purposes, nothing is permitted to be hung in the windows.

Residence Halls Closed Between Semesters

Students will not be allowed to stay in the residence halls during Christmas break (between fall and spring semesters), spring break, or between summer school and the fall semester (end of July to the third week of August). **Special permission must be obtained from the Director of Residence Life two weeks prior to closing to remain in residence halls during these times. A fee of \$130 per week, if enrolled in classes, or \$185 per week, if not enrolled in classes, will be charged to the student's account.** All belongings must be removed from residence hall rooms after the spring semester and summer sessions to allow for adequate cleaning and use by other groups. Storage facilities are not provided during the break periods. **The Winters Dining Hall will be closed and students will be responsible for their meals during these interims.**

Student-athletes or international students needing to stay additional days past the end of semesters or return early before residence halls officially open must:

Student-Athletes → have their coach submit a written request to the Office of Student Services ten days prior to the additional days needed to stay in the residence halls.

International students → submit written request to their Graduate Residence Manager ten days prior to the days needed to stay in the residence halls.

Unauthorized Solicitation and Selling

Any form of unauthorized selling or solicitation or door-to-door distribution of materials, including surveys, questionnaires, etc., is not allowed. Student organizations must obtain permission from the Office of Student Services to sponsor a fundraiser.

Approval from the Vice President for Development is also needed to conduct a fundraiser in the community. **No student can use University property/facilities to conduct private business enterprises.**

Proper Trash Disposal

Each resident student is responsible for taking their own trash to the dumpster on a weekly basis. All trash should be contained in bags and placed in these receptacles. All trash cans must have liners. This applies to end-of-semester periods as well. Place trash and unwanted items in trash cans, not in hallways or large trash cans located in all of the community bathrooms. Do not use trash cans as doorstops or to hold outside doors or fire doors open. The Residence Hall Cleaning Staff will provide extra trash bags at the end of the semesters if needed.

Housing Policy Updates and Addendums

The University reserves the right to make changes to housing policies to ensure the health and safety of the community. To the extent that there are any conflicts between the terms of any existing housing policy and the terms of any new addendum or policy, the terms in the new addendum or policy shall apply. The Director of Residence Life or Director of Student Services reserves the right to reassign a student at any time if it is felt that the move will relieve a conflict or promote safety in the Residence Halls.

COUNSELING SERVICES

The mission of the Office of Counseling Services is to provide confidential, professional, short-term counseling services in a Christian atmosphere to assist students dealing with emotional, psychological, social and/or spiritual needs.

What kinds of services are offered?

- Free, confidential, professional counseling for current students
- Help with adjusting to college life
- General Anxiety/Depression
- Grief/Loss
- Mental health screenings and assessments
- Substance abuse screenings and assessment
- Workshops for mental health and substance abuse awareness and coping skills
- Educational information and resources regarding mental health and substance abuse disorders
- Referral services

Counseling Appointments

Enrolled students can request therapy services by calling the CU-Well intake line, 502-694-1444, or by logging into <https://cu-well.com/>, clicking on “clients” in the upper right corner of the page, completing the “Schedule Counseling” form, and submitting the request. When calling or submitting a request online, the administrative assistant from the CU-Well will contact you to complete the paperwork required to be seen by one of our counselors/therapists. The office is open from 8 a.m. to 5 p.m., Monday through Friday. All appointments will be in the Student Services Building, located at 1 University Dr., Campbellsville, KY.

Crisis Management Protocol

Campbellsville University is committed to the health and safety of her students. Therefore, the university abides by a crisis management protocol to insure the safety of the campus community. If a student becomes a threat to self or others, the following procedures will be followed:

- Campus Safety and/or Graduate Residence Manager will be notified.
 - In the event a student presents an imminent threat to self or other people, emergency personnel may be notified and the student may be removed from campus.
- A university mental health professional will be contacted by Campus Security to assess the individual.
 - Given the severity of the threat, an assessment by a mental health facility may be warranted which could result in the student being removed from campus.
 - If student is assessed by mental health facility and they deem student needs hospitalization, then staff of CU or law enforcement shall transport to a facility.
 - If student is assessed by mental health facility and it is deemed that student needs hospitalization and student refuses to go, then mental health professional shall contact authorities to begin process to have student hospitalized.
 - Prior to the student’s return to campus, the student must provide evidence of a psychiatric evaluation that states they are cleared to return to campus. The student must comply with agreed upon discharge recommendations.
- The university reserves the right to notify the parents or emergency contact person of the student.
- **If a student returns to campus without medical authorization stating they are cleared to return then they could face insubordination charges.**

HEALTH SERVICES

If a student feels that medical attention is needed, the Tiger Health Clinic is available or local physicians may be contacted in their offices. In case of an emergency, contact the Office of Campus Safety and Security or the Graduate Residence Manager. If extreme emergency, call 911 immediately, then notify appropriate Student Services staff. The Director of Student Services must be notified immediately.

Immunization Record

All incoming students born in/or after 1957 need to PROVIDE A CERTIFICATE SHOWING CURRENT IMMUNIZATION record, especially MMR status. Students not having proof of immunization will be

required to do so by Sept. 1. The University recommends but does not require that students get the meningitis and hepatitis B vaccines from their local doctor or health department. They also need Tetanus Booster or TDap must be updated every 10 years. International students are required to have an up-to-date TB Test.

Special Condition Requirements

Any student with a special health problem requiring special care and/or that may in any way be a risk to others must provide information about his/her medical circumstances to the Office of Student Services. Physical handicaps, HIV and special psychiatric history are examples of medical conditions that may involve special management considerations. Confidentiality will be strictly observed. This requirement is made in the interest of the assurance of clear access, safety and enjoyment of the campus for all students.

Student Health Insurance Coverage

All full-time (enrolled in 12 hours or more) student-athletes must provide proof of health insurance coverage by Sept. 1 to the athletic trainer each fall semester they are enrolled in classes. Those students enrolling for the first time in the spring semester must show this proof by February 1. If a **student-athlete** is covered by parents'/spouse's insurance, a copy of the insurance card, giving company name, address and policy number is required in the Athletic Trainer's office. Health insurance is also mandatory for all students enrolled in the Nursing Program as this is a requirement for the University's clinical sites. **International students** (residents of other countries whose primary reason for being in the USA is to enroll at Campbellsville University as a student – F-1 visa holder) are required to purchase the health insurance policy arranged through the University.

OFFICE OF CAMPUS SAFETY & SECURITY

The Office of Safety and Security consists of the director, several full-time officers, part-time officers and several work-study students. Officers are available seven days a week. This office aids in the enforcement of federal, state, local statutes and University regulations. While Campus Security Officers do not make arrests, they maintain a close working relationship with city, state and county law enforcement. This office strives to provide a safe and secure environment for students, faculty, staff, and visitors. In addition, this office oversees the protection of property, enforcing University policies and maintaining order. Officers lock and unlock buildings, patrol campus grounds, investigate suspicious acts, monitor parking lots, issue parking citations and jump-start vehicles. This office is located on the corner of North Columbia Avenue and 1 University Drive and can be reached by calling (270) 403-3611.

Parking Pass

The Office of Safety and Security issues a parking pass to all administrative personnel, faculty, staff, coaches, and students, free of charge, at the beginning of each fall semester or when they become a member of the University family. **To park on University property, this parking pass must hang on your rear-view mirror.** This is vehicle registration for cars, trucks and motorcycles.

Campers and camping trailers are not permitted on campus. Students are permitted to park on campus during semesters. Abandoned vehicles, including those inoperable, may be towed at owner's expense.

Enforcement

Campus parking is monitored by University Office of Safety/Security Officers and student staff. Parking areas adjacent to city streets are monitored and enforced by University Safety/Security, as well as local law enforcement. All parking lots on campus are considered open parking for all decal categories. However, resident students are requested to park in those lots adjacent to/or nearest their residence hall.

Parking Lot Safety

The main goal of the Campbellsville University Office of Safety/Security is to ensure the safety of everyone while on the University's campus. In order to help provide for your safety, we ask that everyone follow precautions while on campus:

1. Keep Campus Security's cellphone number (270) 403-3611 with you always.
2. If you are out late and do not feel comfortable walking to your residence hall or class alone, you should call the on-duty Security Officer to escort you.
3. If you notice suspicious looking strangers on campus, notify the Security Office immediately.
4. When walking to your car, have your keys in your hand ready to unlock your car door.

5. Check both the front and back seats of your vehicle and underneath your car before getting into your car. Lock your doors and roll up your windows as soon as you get in the car.

Designated Parking

Designated parking will be limited to marked spaces reserved for the handicapped, campus visitors, unloading zones, the University President, Graduate Residence Manager, Campus Security, service vehicles, post office, Chick-fil-A® Express and Starbucks®.

Gosser Fine Arts Center Parking

Parking for students and faculty is provided on University Drive at the front entrance of Gosser Fine Arts Center, a portion of the church parking lot behind Gosser and in The Gheens Recital Hall parking lot. Parking is always prohibited in the spaces next to the Catholic Church or in driveways around Gosser (tickets will be issued). As a courtesy to our guests on campus, students and faculty are asked to park in the rear parking lot when there are special events and concerts in The Gheens Recital Hall.

Visitor Parking

Visitors, for short periods of time, are to park in visitor parking spaces. For extended periods, visitors on campus may obtain a temporary decal in the Office of Student Services. If a visitor receives a parking ticket, the visitor may bring the ticket to the Office of Campus Safety and Security to be voided. **Campbellsville University students are NOT to park in Visitor Parking at any time.**

Parking Citation Fines

Parking citations are issued for violations of campus parking regulations. In general, fines are to be paid in the Office of Business Services within one week of issue. **After receiving any three parking citations during an academic year (fall-spring semester), any further parking violation could result in the violator's vehicle being towed, without notification, at owner's expense.**

Parking Citation Appeals

Questions regarding parking citations are to be directed to the Director of Campus Safety and Security. A written notice must be presented to the Office of Campus Safety and Security within 10 days, before an appeal can be heard by the Director. In the event the Director overrules the decision, a refund is issued. Written notice is sent to the student regarding the decision of the Director.

Parking Violations and Fines

Parking spaces are clearly marked by white lines; therefore, any area not marked by white lines is not considered proper parking. Below are some specific violations that carry a fine:

1. Parking in handicapped spaces without proper, displayed handicap license or decal;
2. Parking in visitor spaces, University president's space, Graduate Residence Manager's spaces, and properly marked "No Parking Zones," including fire lanes, loading zones and areas marked with yellow lines;
3. Parking on crosswalks/sidewalks and double parking;
4. Parking on grass;
5. Exceeding the campus speed limit of 15 mph;
6. Running a stop sign or failure to give right of way to pedestrians;
7. Driving the wrong way on one-way streets (e.g. the drive in front of Stapp Hall is one way);
8. Driving on sidewalks;
9. Not properly displaying University decal on vehicle;
10. Parking in roadways/around medians;
11. Failure to promptly move vehicle when requested, for maintenance work, emergencies, etc. will result in the towing of that vehicle at the owner's expense;
12. Any other violations defined in Kentucky State Law will carry a fine.

Parking Violations/Fines:	NO Decal / CU Parking Permit Displayed	\$20
	Parking on Grass or Sidewalk	\$50
	Parking in Unauthorized Area / White Zone	\$50
	Parking over the 10 Minute Limit	\$25
	Parking in Fire Lanes (includes in front of SAC)	\$50
	Parking in a Reserved Parking Area	\$50
	Parking in a Restricted Area	\$50

Parking in Roadways or around Medians	\$50
Parking in Unauthorized Handicapped Parking	\$75

EMERGENCY PROCEDURES

To help insure the safety of everyone, it is imperative that students follow instructions from University personnel (faculty, staff and administration) regarding emergency instructions.

“CU ALERTS” Emergency Mass Notification System

CU Alerts is the campus emergency alert system that sends out important information that could be vital in keeping you safe. Messages include severe weather information such as a tornado warning, campus lock-down procedures, and snow schedules.

The University offers this FREE service to all faculty, staff, coaches, and students. Please understand that the cell phone number you provide the University through the Registrar’s Office (students) or the Personnel Office (faculty, staff, and coaches) will be the cell phone number the alert system will call. At the beginning of each semester, the University uploads, or “opts-in”, all current faculty, staff, coaches, and students into the system to maintain an accurate and updated list of users and numbers. You do not have to sign up for this free service because we automatically provide it for you! If you decide to “opt-out” of this service or if your cell phone number changes within the semester, you can call the Office of Campus Safety and Security at (270) 789-5556 or come by the office located on the corner North Columbia Avenue and 1 University Drive.

Student Evacuation Instructions

In the event of fire, severe weather, threats or other emergency situations, please follow the following procedure:

Fire

Evacuation procedures are posted on the back of residence hall doors. If posted information is damaged or missing, you should request a fresh copy from your Graduate Residence Manager. **When the fire alarm sounds, immediately grab a coat or covering, leave the room, dropping a towel at the closed door to indicate the room is empty.** Exit outside doors according to fire exit plan on the back of door and go to designated area outside. The Resident Assistant on the floor will notify the Graduate Residence Manager; who will notify the Director of Residence Life; who will then, if necessary, notify the Director of Student Services.

Severe Weather

In the event of threatening weather, students will be notified by University officials where to evacuate. DO NOT LEAVE THE BUILDING. Move immediately into the designated areas of your residence hall indicated below. During severe weather, you should not be near any outside windows or doors if possible. The locations listed for these facilities are considered to be the safest location for that building. Please remain in these locations until you are given the ALL CLEAR signal; the Graduate Residence Manager or University official will notify the students of the ALL CLEAR signal. An all clear signal will be given by the campus notification system as well.

- Stapp Hall – Basement
- North Hall - 1st Floor Bathrooms and Hallways
- Village Apartments (Men’s and Women’s) - 1st Floor Bathrooms
- Broadway Hall - 1st Floor between Rooms 111 and the Laundry Room
- South Hall East - Basement and 1st Floor Hallway
- South Hall West - 1st Floor Shower Rooms, Laundry Room and Lobby

We recommend students take a pillow or blanket with them to be used to cover their heads from potential flying debris.

Threats or Other Emergency Situations

If a residence hall must be evacuated, students will be instructed to report to one of the following areas:

- J.K. Powell Athletic Center Gymnasium
- Tiger Football Field Bleachers
- Ransdell Chapel

- Other designated buildings as needed

In the event of an emergency evacuation, please notify the immediate Supervisor/Area Director who will in turn immediately contact the following:

- Campus Safety and Security - cell number (270) 403-3611
- Director of Residence Life - Ext. 5286
- Office of Student Services - Ext. 5005
- Director of Student Services - Ext. 5005
- University President - Ext. 5001
- Director of Maintenance - Ext. 5017

CAMPUS EMERGENCY SITUATIONS

Campbellsville University's complete Emergency Action Plan can be found at <https://www.campbellsville.edu/campus-life/campus-resources/campus-safety/>

Active Shooter on Campus

If you find yourself in the middle of an active shooter event, your survival may depend on whether you have a plan. The plan doesn't have to be complicated and there are three things you could do that make a difference: **Run. Hide. Fight.**

- First and foremost, if you can get out, do.
- Always try and escape or evacuate, even when others insist on staying.
- Encourage others to leave with you, but don't let them slow you down with indecision.
- Remember what's important: you, not your stuff. Leave your belongings behind, and try to find a way to get out safely.
- Trying to get yourself out of harm's way needs to be your number one priority.
- Once you are out of the line of fire, try to prevent others from walking into the danger zone and call 911.

RUN when an active shooter is in your vicinity:

- If there is an escape path, attempt to evacuate.
- Evacuate whether others agree to or not.
- Leave your belongings behind.
- Help others escape if possible.
- Prevent others from entering the area.
- Call 9-1-1 when you are safe.
- If you can't get out safely, you need to find a place to hide.
- Act quickly and quietly. Try to secure your hiding place the best you can.
- Turn out lights, and if possible, remember to lock doors. Silence your ringer and vibration mode on your cell phone.
- And if you can't find a safe room or closet, try to conceal yourself behind large objects that may protect you.

HIDE - if an evacuation is not possible, find a place to hide:

- Lock and/or blockade the door.
- Silence your cell phone.
- Hide behind large objects.
- Remain very quiet.
- Your hiding place should:
- Be out of the shooter's view.
- Provide protection if shots are fired in your direction.
- Not trap or restrict your options for movement.
- As a last resort, if your life is at risk, whether you're alone or working together as a group, fight! Act with aggression. Improvise weapons. Disarm the shooter ... and commit to taking the shooter down, no matter what.

FIGHT as a last resort, and only if your life is in danger:

- Attempt to incapacitate the shooter.

- Act with physical aggression.
- Improvise weapons.
- Commit to your actions.
- Try to be aware of your environment. Always have an exit plan.
- Know that in an incident like this, victims are generally chosen randomly. The event is unpredictable and may evolve quickly.
- The first responders on the scene are not there to evacuate or tend to the injured. They are well-trained, and are there to stop the shooter.

When law enforcement arrives:

- Remain calm and follow instructions.
- Keep your hands visible always.
- Avoid pointing or yelling.
- Know that help for the injured is on its way.
- Your actions can make a difference for your safety and survival. Be aware and be prepared.

Hostage situation

- Immediately evacuate the building, and always stay out of sight of the perpetrator.
- Take no action to intervene with the hostage taker(s).
- Dial 911 and, if able, campus security (270) 403-3611

Explosion/Bomb

- Immediately evacuate the building, using the evacuation guidelines
- Dial 911 and inform them of the situation. If it is safe, stay on the phone with the proper authorities.

Bomb Threats

Bomb threats by telephone:

- Keep person on the phone as long as you can.
- If you have caller ID, make note of the number shown.
- Get as much information as possible and write down important information ex. Tone of voice, background noises, etc.
- **Notify the Department Head and Campus Security at (270) 403-3611.**

Suspicious letter, package, abandoned backpack, briefcase etc.:

- Do NOT touch the item. If you have already handled the item do not handle further.
- Isolate the item. Leave the immediate area and alert others to do the same.
- Make a note of any identifiers on the item in question (name, return address, postmark etc.)
- Call Campus Security at (270) 403-3611.

UNIVERSITY FOOD SERVICE

Food Service Policies

The University contracts food service through Pioneer College Caterers Inc. Employees prepare three meals each weekday, and two on Saturday and Sunday in the Winters Dining Hall during regular semesters. The Director of Food Services for Pioneer College Caterers works in cooperation with the Office of Student Services in providing food service requests to the campus.

1. All students living in University housing are required to be on one of the University's meal plans. In rare exceptions, cases of medically documented physical problems requiring a restricted diet that the dining services cannot provide, or employment that prohibits participation in meals, exemptions may be given for the semester requested. Students must contact the Office of Student Services to request meal plan exemption. The request will go before a committee for final approval. The student chooses his or her meal plan option each semester when registering on TigerNet for classes. There are two plan options: the 19-meal plan which includes every meal served throughout the semester, that only the student can use; and the 220-meal plan which offers a total of 220 meals to be used by the student and/or guest/s the student brings with up to 5 scans per meal. There is no difference in the cost of these plans.

It is the responsibility of the student to schedule classes and work around dining hall hours.

If a student is granted permission to live off campus and moves out of the residence hall before the semester ends, please note there is no refund on meal plan charges after the last day to register for classes.

2. Each resident student must present his/her ID card for every meal and **will not** be permitted to eat without a card.
3. Students not on a meal plan will pay the regular meal price for individual meals: Breakfast - \$6.25; Lunch - \$7.50; Dinner – \$8.50; Sunday Brunch - \$9.25; and Monthly Specials / Theme Meals / Steak Nights – \$9.25.
4. Sick Tray Procedure: A person receiving a sick tray will need authorization from the Health Clinic or medical doctor. The person receiving the tray is responsible for returning the tray and dishes to the Winters Dining Hall. In case of illness where a student is unable to leave the residence hall, another student or RD may be designated to pick up a tray for that individual. The student's ID number will need to be provided prior to receiving the tray.
5. **GLASSWARE, TABLEWARE, FOOD, CONDIMENTS, ETC., ARE NOT TO BE REMOVED FROM THE WINTERS DINING HALL.**
6. Proper clothing and footwear should always be worn in the Dining Hall and other campus restaurants.
7. Clawz Cash: \$200 per semester automatically comes with both the 19 & 220 meal plan. Clawz Cash may be used at the Chick-fil-A® Express, Starbucks®, Books n Beans, Tigerville Grille, Simple Blends Smoothies, Papa John's, or Winters Dining Hall.
8. The payment for food services for a semester covers meals only during regular Winters Dining Hall hours. When the Winters Dining Hall is closed for breaks or special holidays, the cost of meals off campus will be paid by the student.

COMMUTER MEAL OPTIONS

Lunch Only Meal Pass

Cost for a Lunch Only Meal Pass is \$350 per semester and can be purchased in the Office of Business Services, located in the lower level of the Administration Building in AD 4. This pass covers lunch only meals, Monday through Friday, in the Winters Dining Hall. It cannot be used in the Chick-fil-A ® Express, Starbucks®, Tigerville Grille, Books n Beans, Simple Blends Smoothies, or Papa John's. **Meals not used by the last day of each semester will be forfeited.**

Flex Dollars

Cost for Flex Dollars is determined by the amount of dollars the student wishes to have credited to their student account for meals. These dollars can be purchased in the Office of Business Services, located in the lower level of the Administration Building in AD 4. Flex dollars can be used in the Winters Dining Hall, Chick-fil-A ® Express, Starbucks®, Tigerville Grille, Books n Beans, Simple Blends Smoothies, or Papa John's. **Flex dollars not associated with a meal plan are active for the following year. Following that year, they will expire after one year of inactivity.**

Meal Cards

Cost for a Guest Meal Card is \$71.25 and can be purchased in the Winters Dining Hall. This card covers 10 meals in the Winters Dining Hall only. It cannot be used in the Chick-fil-A ® Express, Starbucks®, Tigerville Grille, Books n Beans, Simple Blends Smoothies, or Papa John's.

***Students with excess aid have the option of charging the Lunch Only Meal Pass and/or Flex Dollars to their student accounts. Meal cards cannot be charged to student accounts.**

TELEVISION SERVICE

Cable TV hookups are in each room of the Residence Halls and campus student housing. Each resident student has accessibility to the basic/HD cable channels through Comcast Cable Co. Listings of the available cable channels and weekly programming are printed in Monday's edition of the local newspaper, "The Central Kentucky News-Journal."

Included in the cable channels is Channel 10, WLCU which is operated by the University. It provides a variety of campus programming and is a national affiliate of The Walk TV.

A service available to students and the campus community is a campus bulletin board, the University and Community Channel. The bulletin board is broadcast on Comcast Cable Channel 22 across the campus and

Campbellsville area. It features information pertaining to daily campus and community events, snow days, canceled classes, sports scores, etc. Facilities for this service are in the Office of Mass Communications with operation under the same supervision as WLCU. To submit items, email wlcu@campbellsville.edu or send to UPO 803.

Residence Hall Telephone Service

The University **does not** provide telephone service in Residence Hall rooms and/or common areas any longer. A landline phone is provided in each Resident Hall Director's apartment and/or Resident Hall Director's office. These phones are utilized for emergency calls by dialing 911. All students, faculty, staff, and coaches are encouraged to call 911 if they are in imminent danger or have a life-threatening emergency; otherwise, they are to call Campus Safety/Security office at (270) 403-3611.

Dialing

EMERGENCY SERVICES: Dial 911

STUDENT ACTIVITIES

The mission of the Office of Student Activities is to provide Christ-centered avenues for all students to connect, engage and grow in a manner that holistically develops students to participate in meaningful community, leadership growth, and opportunities to exercise gifts and talents beyond the classroom.

Student Activity Center (SAC)

This facility is for the use of Campbellsville University students, faculty, staff and sponsored guests. Guests should be accompanied by a member of the University family. The facility will be used to meet the many needs and interests of the University in the following areas: recreation/intramurals, University functions, academics and special interest group functions.

This building houses the Director of Student Activities, Assistant Director of Student Activities and Intramural Coordinator and the Student Activities Assistant. Students and faculty/staff are encouraged to participate in the student activities and intramural programs. The Student Activity Center (SAC) is located next to the Administration Building. The top floor houses the Director of Student Activities, conference room and balcony. The main floor houses the gym area, atrium and Assistant Directors office. The lower floor includes the Tigers' Den and office space. For use, see the Director of Student Activities.

Equipment Checkout Process

Staff workers will be present to check out equipment downstairs in the Tiger's Den when the Student Activity Center is open for student use. In order to utilize any equipment, one must present a CU student ID to the staff member on duty. The individual checking out the equipment is responsible for lost or damaged items.

At the conclusion of use, the person who checked out the equipment should return it to the staff worker. No one except the student worker on duty will be allowed in the upstairs and/or downstairs facility storage area. Specific equipment may be checked out for special occasions upon request made to the Director of Student Activities for school purposes and functions.

Student Activity Center Policies

- A. Please help us take care of the building by properly disposing of trash and cooperating with any requests by staff workers.
- B. No food, drinks or sitting are allowed on the pool tables.
- C. Appropriate dress is required. Shirts are required.
- D. Smoking, vaping and smokeless tobacco are prohibited in the Student Activity Center.
- E. Propping open of doors is prohibited.
- F. Please do not sit on any of the table games or machines.
- G. Television viewing is on a democratic basis.
- H. Please do not remove furniture from one area or out of the building.
- I. All decorating plans for use inside or outside the Student Activity Center must be approved by the Director of Student Activities.
- J. No persons except authorized personnel shall remain in the Student Activity Center after closing time without permission of the Director of Student Activities.
- K. Failure to cooperate with persons employed to enforce regulations may result in disciplinary or other appropriate action.

- L. Posters, printed announcements or brochures may be posted only in the designated areas with permission from the Director of Student Activities.
- M. Individuals or gatherings of people in the building who interfere with any function or jeopardize the safety of the occupants of the building may be requested to move to another location in the building or to exit the building.
- N. Any special request for usage should be directed to the Director of Student Activities.
- O. Please report any problems or complaints to the staff worker or Director of Student Activities.

Reservation Policies:

The Student Activity Center gym, Tiger's Den, balcony and conference room may be requested by completing the Event Registration form located on TigerNet. First priority is given to Student Activities and student use. Outside reservations are limited to school breaks or vacations.

Fire Pit Use:

Fire pit use and reservation must be made prior to use with the Director of Student Activities. Parties are responsible for proper fire control and extinguishing of fire. Campus Security must be contacted and confirm that fire has been safely extinguished upon conclusion of use. Supplies are available upon request made to the Director of Student Activities.

Events and Intramural Sports

Various extracurricular events are planned throughout the school year for the students, faculty and staff. It is the intent for these functions to promote good fellowship and positive social interaction in a variety of ways.

Intramural Sports

The intramural program is an extension of the Student Activities Department designed to allow all students to participate in a variety of intramural sports. The intramural program will provide coed and non-coed competition. Probable intramural activities may include: dodge ball, tennis, sand/indoor volleyball, softball, basketball, flag football and soccer. Intramural events are announced via the campus calendar, bulletin boards, campus email, social media and on imleagues.com

Any suggestions for intramural sports and activities may be submitted to the Director of Student Activities. Intramural sports are directly supervised by the Assistant Director of Student Activities and Intramural Coordinator and Director of Student Activities.

Intramural Rules and Regulations: Rules and regulations are strictly enforced to ensure a fair, consistent and enjoyable recreational sports program. Participants are responsible for abiding by the following rules and regulations:

Registration:

1. All intramural participants will be required to create an account on IMLeagues.com. Information on how to create an account and register with IMleagues may be found at www.campbellsville.edu/intramural-sports. Participants will be required to register during the allotted time frames allowed on IMleagues.

Participants:

2. Only current Campbellsville University students, faculty, staff, alumni and their spouses may participate in the intramural sports program.
3. Individuals who participate in a varsity sport can only play intramural sports upon the approval of the varsity team coach and in accordance with the set limit requirements for intramural sports.
4. If special circumstances arise, eligibility is determined by the Director of Student Activities.
5. Prior to each game, team captains must ensure that all of the players are listed on the IMLeagues team roster.
6. Any team playing with an ineligible player forfeits that game.
7. Players competing on a championship team must have been on the same roster for the entire sport season.

Team Names:

8. Intramural team names must be approved by the Intramural Coordinator prior to the start of the intramural season. Approval of team on IMleagues.com will indicate team name approval. Unacceptable team names are names deemed inappropriate, harmful to others, or lacking to hold true to university values and standards. Intramural shirts must also be appropriate according to university values and requirements.

Liability:

9. Campbellsville University, staff, faculty and board of Trustees are not liable for any participant bodily injury, loss or damaged property that may occur during intramural activities. The Board of Trustees of Campbellsville University, its officers, agents or employees are indemnified and held harmless from any claim which may be made against them arising from intramural participation in said sport, including court costs and attorney's fee.

Schedules:

10. Game schedules will be posted on Imleagues.com and are subject to change due to weather, conflict of events and other unforeseen occurrences.

General policies:

11. Prayer will occur before each game under the guidance of intramural assistant or intramural official.
12. Profanity, in any form, is not permitted.
 - a. First offense: immediate expulsion from the event.
 - b. Second offense: immediate expulsion from the sport.
 - c. Third offense: immediate expulsion from participating in any recreational sport and disciplinary action as deemed appropriate by the Director of Student Conduct.
13. Game cancellations may occur due to weather, behavioral infractions, loss of teams and other reasons. Teams will be notified via Imleagues.com and student life social media accounts.
14. Degrading statements directed toward the opposition or officials are prohibited.
15. Participants are required to provide a numbered team jersey/T-shirt in the following sports: basketball, flag football, and 3 on 3 basketball.
16. Equipment rules must be followed. Metal or hard cleats may not be worn during any activity; molded rubber cleats are permissible. Only tennis and basketball shoes may be worn on the gym floor. Mouth pieces must be worn while playing flag football.
17. Fighting will result in immediate expulsion for the season and the vicinity of the activity in progress. Disciplinary actions will also be taken.
18. Players and spectators expelled must leave the vicinity immediately. Failure to do so results in suspension from all recreational activity for the remainder of the academic year and possible game forfeiture.
19. Grievances must be submitted to the Director of Student Activities within three days of occurrence.
20. A 10-minute grace period is given from the scheduled beginning time of all games. Teams without the minimum number of players required within this 10-minute period will forfeit.
21. Teams, who must forfeit a game due to a shortage of players, may participate in the event, providing the opposing team agrees to compete during the allotted time period. The event outcome will be recorded.
22. Captains and team members are responsible for the conduct of players and respective spectators.
23. Decisions made by officials are final.
24. Teams are responsible for knowing the rules of events; captains are given a set of rules at the beginning of each season.
25. Protests are only permitted when an ineligible player participates. Protests must be submitted in writing to the Director of Student Activities. The Director of Student Activities rules on protests.
26. Individual player events are based on a single elimination format. Contestants are given a schedule containing opponents, contact information and game completion dates. It is the responsibility of the individuals to complete contests by given dates and report outcomes to the Director of Student Activities. If results are not reported by due dates, both individuals forfeit.
27. Teams are ranked according to win-loss records.

Events and Activities: Student events and activities on campus are designed to meet the variety of needs and interests of the University's diverse student body. There are numerous events taking place each week in which students can participate. Up-to-date information concerning current and upcoming events can be found on our Instagram (@CUSTudentlife), Facebook (Campbellsville University Student Life), twitter (@CUSTudentlife) pages and the university app.

Student Activity Committees

Welcome Week: Committee is charged with the task of organizing and planning the welcome weeks that are scheduled for the start of each semester. The chair of the committee will be the Director of Student Activities or in case of absence the coordinator of Activities and Tigers Den. Committee will meet as needed until week is planned, completed and evaluated.

Intramurals: Committee will be charged with the task of planning and organizing intramural events. The Assistant Director of Student Activities and Intramural Coordinator will serve as chair of the committee.

CU Outdoor Recreation: Committee will be charged with the task of organizing Outdoor Week, Outdoor Nation Campus Challenge, and all other outdoor activities and events sponsored by Student Activities. Chair of committee will be appointed by the Director of Student Activities.

TRADITIONAL EVENTS ON CAMPUS

Welcome Week

This is a week of activities scheduled during the opening week of the fall and spring semesters to welcome new and returning students to campus. Our hope during this time is that students are offered the opportunity to make lasting connections on and off campus that lead to an overall successful college experience.

Fall Campus Revival

Every fall semester the Office of Campus Ministries and Baptist Campus Ministry sponsors a fall revival. This is a special series of worship services designed to be intentionally evangelistic.

Heritage Day

This traditional activity gives us time to pause and remember the heritage which has laid the foundation for this institution and to renew our dedication to the University, its mission and goals. The University and community come together for this event.

Family Weekend

This is an annual event in the fall, sponsored by the Office of Alumni Relations. Family Weekend celebrates the student and his/her family. Activities include a picnic, family photos, entertainment and a home football game.

Homecoming

Homecoming takes place in the fall and is centered around a home football game. Homecoming Day, coordinated by the Director of Alumni Relations, includes division receptions, alumni events, a football game, concerts and is climaxed by the crowning of the Homecoming Queen at halftime of the football game.

Valentine Pageant

In February, the Student Government Association sponsors a Valentine Pageant and dance. This formal event is centered around the selection of the Valentine Queen who represents the University in the Mountain Laurel Festival in Pineville, Ky. each May. The contestants are elected by the current campus clubs and organizations. The queen and her court are selected by judges based on talent, scholastics and personality.

Spring Formal

Each spring semester, the SGA sponsors a Spring Formal Dance at an off-campus location for students, faculty and staff.

Stress Busters

The spring and fall semesters end with activities offered during final exams to relieve stress and encourage students.

SCHEDULING ACTIVITIES

All student activities must be coordinated and planned through the Director of Student Activities. Event forms must be filled out to have the event placed on the master calendar in the Office of Student Services.

These should be scheduled as far in advance as possible. When the cancellation of an event becomes necessary, a notice must be submitted to the Office of Student Services. Event Registration Forms are to be used to schedule club activities and are available on TigerNet. The faculty/staff advisor must attend all club activities of his/her respective club. Socials and extracurricular activities are discouraged during weeks of mid-terms and final exams.

To prevent misunderstandings, embarrassment or expense, any on-campus fundraising project must be cleared by the sponsoring faculty member through the Office of Student Services. Off-campus fundraising projects must have approval of the Vice President for Development.

STUDENT ORGANIZATIONS & REGISTERED PEER GROUPS

There are a variety of organizations & peer groups on campus. While active registered peer groups fluctuate from year to year, there are always ample opportunities for all interests' students may have.

CAMPUS ORGANIZATION & REGISTERED PEER GROUP POLICIES AND PROCEDURES

I. Organization & Registered Peer Group Definitions & Guidelines

ALL GROUPS SHALL MEET THE FOLLOWING REQUIREMENTS:

- a. Seek to reflect the educational mission of Campbellsville University and provide benefit to our students and the campus as a whole.
- b. Adhere to the Campbellsville University Student Handbook.
- c. Adhere to all appropriate federal and state laws concerning non-discrimination and equal opportunity.
- d. Consist of enrolled Campbellsville University students
- e. Provide an environment at all meetings and events that promotes the health and safety of the participants and students.
- f. Respect and protect CU property while meeting or hosting an event.
- g. Avoid and prevent disruption to working environments, learning spaces and campus and community common areas.
- h. Prohibit hazing.
- i. **Organization specific guidelines/rules:**
 - i. Organizations are Academic, Pre-Professional, Honor Society or National Affiliation type of groups.
 - ii. Must have State or National or International Affiliation.
 - iii. No minimum number of members or inductees.
 - iv. Membership should be open to all students who meet criteria set by State, National or International governing bodies.
 - v. Register all events
 - vi. Approve all fundraising efforts through the Development Office using the Fund-Raising Activity Permission Form.
 - vii. Deposit funds in CU Agency Account.
 - viii. Must register for CU recognized status yearly by April 1st.
 - ix. Meetings and finances governed by the CU department the Organization falls under.
- j. **Registered Peer Group specific guidelines/rules:**
 - i. Peer Groups are interest based.
 - ii. Peer Groups are not officially affiliated with Campbellsville University.
 1. Peer Groups may not use Campbellsville University branding.
 - iii. Peer Group sponsor (a CU employee) must make meeting or event space reservation and be present at all meetings and events.
 - iv. Have at least 10 active members.
 - v. Select a leadership team of at least 3 members who are in good academic and disciplinary standing with the University as defined in the Student Handbook.
 - vi. Must submit an activity report by April 1st.
 - vii. Welcome any CU student to membership, meetings or events hosted.
 - viii. Send a Peer Group delegate to at least 3 SGA Senate meetings a semester.
 - ix. Events can be funded through fundraising.
 - x. Register all events to be approved

- xi. Approve all fundraising efforts through the Development Office using the Fundraising Activity Permission Form.
- xii. Deposit funds in CU Agency Account.
- xiii. Must register for CU registered status yearly by April 1st to maintain active status.

II. New Organization or Registered Peer Group Approval Process

a. Application Forms

Application forms for Organizations & Peer Groups are located on TigerNet: CU Life > Student Services > Events, Organizations & Peer Groups > Organizations & Peer Groups

The application will request that the following be included:

- i. Statement of Purpose
- ii. Copy of Proposed Constitution
- iii. List of Officers
- iv. List of members including CU student ID number
- v. Letter from a member of the faculty or staff stating his/her intention to be the group's sponsor.

Examples:

Statement of Purpose: The purpose/mission of (Name of Organization/Peer Group) is to provide for the student body (brief description of what the group desires to provide or needs intended to be met).

Constitution: The constitution will serve as the format of the organization and guidelines the group will adhere to. The SGA constitution is provided as an example. Constitutions are not required to be the same but must provide adequate structure for the campus organization.

List of officers: This list should simply contain the titles of intended offices of the organization such as (president, financial director, treasurer, etc.)

List of members: This list should simply contain the intended names and CU student ID numbers who plan to participate in the Organization or Peer Group.

Advisor letter of agreement needs to simply include the advisor's name and brief intention to serve and comply with sponsor guidelines provided in Section V.

- b. Approval Process: New Organization and Peer Group applications will be reviewed once a month by the Peer Group Advisory Committee.
- c. Application Denial: New Organization or Peer Group proposals may be denied based on the following criteria:
 - i. Proposal fails to comply or meet policies and procedures in Section I.
 - ii. Application is incomplete or fails to meet proper standards.
 - iii. Organization or Peer group is determined to be unnecessary
 - 1. Example: Organization or Peer Group is a duplicate of an already existing organization or peer group simply using another name.

III. Organization and Peer Group Disciplinary Actions/Losing Registered Status

- a. An Organization or registered Peer Group can, at any time, lose their registered status or face disciplinary action for failing to adhere to these Policies and Procedures. Disciplinary action can include:
 - i. Reprimands
 - ii. Probation – temporary loss of meeting and event privileges
 - iii. Loss of registered status
- b. Any Organization or Peer Group failing to adhere to Policies and Procedures described in Section I shall be reviewed by the Peer Group Advisory Committee. The following describes the process in which disciplinary action will be considered while applying the Steps in Judicial Process found in the Campbellsville University Student Handbook.
 - i. A written complaint is to be submitted to the Peer Group Advisory Committee chair person. The letter should identify the Organization or Peer Group, include

date(s) of infraction(s), location of infraction(s) and description of infraction(s), including the specific provision of these Policies and Procedures which has been violated.

- ii. The Peer Group Advisory Committee chairperson will allow for a rebuttal letter from the peer group.
- iii. The Peer Group Advisory Committee will then meet and decide on any disciplinary action.
- c. Any Organization or Peer Group receiving disciplinary actions reserve the right to appeal the decision. Refer to the Campbellsville University Student Handbook *Appeals Process* for more information.

IV. Peer Group Advisory Committee:

- a. **Purpose:** This committee exists to function as a governing body for Organizations and registered Peer Groups.
- b. **Roles:**
 - i. Initial approval of Organizations and Peer Groups.
 - ii. Should any rules or guidelines or definitions failed to be met by Organizations or Peer Groups, the Peer Group Advisory Committee will consider disciplinary action or loss of registered status.
- c. **Members:** Committee should consist of representatives from the following areas of campus life:
 - i. Committee Chair: Director of Student Services
 - ii. Student Activities
 - iii. Residence Life
 - iv. Center for Global Engagement
 - v. Diversity & Community
 - vi. Title IX Coordinator
 - vii. Academics
 - viii. SGA President
- d. **Meeting Times:** The Peer Group Approval Committee will meet as needed to approve or decline new proposals or to consider any disciplinary actions.
- e. **Duration of Service:** Committee members are asked to serve the duration of at least one school year.

V. Campus Organization or Peer Group Sponsor Practices: The Organization or Peer Group sponsor serves as a liaison of the student group. The following are the basic guidelines expected of all campus organization or peer group sponsors.

- a. The sponsor must currently be employed by Campbellsville University as a staff, coach, or faculty person.
- b. Be adequately knowledgeable about the campus organization or peer group's mission, goals and objectives. Agree to support the mission and purpose.
- c. Provide guidance to student leaders in the process of decision-making, planning and organizing meetings and events.
- d. Help facilitate campus organization or peer group to increase the possibility of success.
- e. Be familiar and knowledgeable about campus policies and campus organization or peer group policies and procedures (see Section I).
- f. Approve and monitor expenditures (when applicable) and ensure practices comply with state, federal and university policies.
- g. Be present at all meetings, gathering or events.
- h. Secure meeting space for meetings, gatherings or events.
- i. Register all events for approval
- j. Communicate regularly with the Director of Student Services.
- k. Responsible for completing yearly registration or application each year. Forms are located on TigerNet to ensure up to date information.

VI. Yearly registration

- a. Each organization and peer group are expected to register their organization each year by April 1st to provide accurate information concerning the organization or peer group. This form is located on TigerNet: CU Life > Student Services > Events, Organizations & Peer Groups > Organizations & Peer Groups
- b. If an organization or peer group does not register, they will be considered inactive.

- c. If an organization or peer group remains inactive for 3 consecutive years, they will lose their registered status and will have to reapply.

VII. Scheduling events

- a. Campus organizations are expected to comply with university policies when reserving and scheduling events for the student body.
- b. **How to register an event on the calendar:** Complete event form located on TigerNet: Forms > Event Registration > Online Event Registration Form
- c. **How to reserve an area on campus:** By completing the event form you will have the option of requesting a specific room or area on campus. You will be notified of approval for use of the requested facility via email.
- d. **Other important forms:**
 - i. Campus organizations & Registered Peer Groups often use transportation request forms in order to reserve university vehicles for off campus trips. The transportation request form is located on TigerNet: Forms > Other Forms > Transportation Requisition Form. Form must be submitted via email to: CUTransportation@campbellsville.edu.
 - ii. Work orders are often needed for audio visual, food services or grounds when planning an event. To complete a work order, on TigerNet: Employee Resources > Information Technology > Help Desk > Help Desk ticket link
- e. Failure to properly schedule an event could result in disciplinary action. See Section III.

VIII. Funds:

- a. All Organizations and Peer Groups shall deposit their funds into a CU Agency Account.
- b. An Organization or Peer Group Sponsor is responsible for the Agency Account funds and must sign all Agency Fund Request forms. This form can be found on TigerNet: CU Life > Student Services > Events, Organizations & Peer Groups > Organizations & Peer Groups > Organization & Registered Peer Group Forms. Forms can be submitted in person in AD room 2 or electronically to accountspayable@campbellsville.edu.
- c. Should a Peer Group be inactive for 3 consecutive years, any unspent funds will be transferred to the SGA Activity Account.

- IX. **Contacts:** For further questions, please submit them via email to Rusty Watkins, the Director of Student Services at rdwatkins@campbellsville.edu.

Student Government Association

Mission Statement: The Student Government Association (SGA) of Campbellsville University exists to promote the welfare of all CU students and the institution, to encourage justice and Christian principle and to prime ourselves for participation in a democratic government. The SGA strives to serve students by listening to their concerns, comments and suggestions.

What is SGA?

- The SGA works hard each year to listen to the student body's concerns and serve as a liaison to administration.
- The SGA consists of an executive cabinet made up of the following officers: President, Vice President, Chief of Staff, Secretary, Director of Finance, Director of Student Affairs, Director of Communications, and Director of Outreach.
- The SGA senate voices concerns of students to administration via proposals. In previous years, SGA has been instrumental in identifying areas needing extra lighting, numerous improvements to residence halls, and extending dining hall hours.
- The SGA sponsors and helps to coordinate many activities on campus such as: Homecoming Week activities, Valentine Pageant, and Spring Formal.

Check out the website at www.campbellsville.edu/sga for more information or email at SGA@campbellsville.edu to get involved! Don't hesitate, participate!

CAMPUS MINISTRIES

The Office of Campus Ministries, being committed to integrity and love, seeks to nurture students toward maturity in Christ. The religious organizations include:

Baptist Campus Ministry

The Mission Statement for Campus Ministry is: Through dedicated prayer we will glorify God by building relationships, making disciples, and sharing the Gospel while serving others on our campus and throughout the world. For 2020-21 year the theme will be Theme: A People After God's Own Heart-1 Samuel 16:7.

Leadership Team

Executive Director of Ministry & Outreach- Jamie Lawrence

Campus Minister-

President-

Vice President-

Sports Ministry Coordinators- Jordan Clark & Chase Elmore

Women's Ministry & Small Group- Katie Miller & Ali Flaherty

Gather 78- Hannah Greenfield & Abby Johnson

Men's Ministry & Small Group- Nate Stone & Dusty Webb

Missions & International Ministries- Ariana Meador

Prayer Coordinator- Ali Flaherty

Vine Coordinators- Brayli Steberl (Worship) & Averie Rice (Event)

Every student is invited to be a part of BCM regardless of denominational affiliation. Weekly ministries include:

- **The Vine** - a worship experience held every Tuesday at 8:30 p.m. in the Ransdell Chapel. Students construct and lead worship. The Vine is available to all students regardless of their denominational affiliation. Students who have no relationship with Jesus Christ are also welcome. The Vine also includes a variety of speakers from around the state of Kentucky.
- **Gather 78** – large group/small group discipleship meeting every Monday from 7 p.m. until 8 p.m.
- **Small Group Discipleship** – In addition to the Gather 78, a number of small groups are available for students to join. Groups may be gender-specific or mixed gender.

Additional ministry opportunities include:

- **Men's Ministry and Women's Ministry** - students are tasked with planning gender-specific events which will enhance fellowship and discipleship within these groups.
- **Communications Ministry**-students will work to cover various media aspects of ministry occurring on campus and at regional sites.
- **International's Ministry** –working with the university's Center for International Education to reach out to our international seeking to include them in the life of the university.
- **Outreach Ministry** – Outreach/evangelism events to reach our campus and the Campbellsville/Taylor County area for Jesus Christ.
- **Mission Trips**
There will be mission trip opportunities during break times in the academic year. Domestic trips may be available during Fall Break, Christmas Break and Spring Break. Look for international mission trips at Christmas Break, Spring Break, and in May following the end of the spring semester. Potential mission trips for 2020-2021 include:
 - Fall Break: TBD
 - Christmas Break: TBD
 - Spring Break: TBD
 - May: TBD
- **CU Crew**-For the summer of 2022 CU Crew will travel primarily through Kentucky and neighboring states leading/helping with Vacation Bible School, worship, and camp programs.

Fellowship of Christian Athletes (FCA) The purpose of the Fellowship of Christian Athletes is to present to athletes, coaches and all whom they influence, the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in their relationships and in the fellowship of the church. All interested student-athletes are welcome to participate.

Church Outreach: Church Outreach is a program designed to give students practical ministry experience. Students have the opportunity to grow in their gifts of preaching, leading worship, sharing personal testimonies and learning various media functions through the program. Students have the opportunity to exercise these gifts off campus in churches and on campus in various venues such as

chapel experience and beyond. This program has launched many students into their ministry career roles at various churches.

UNIVERSITY PUBLICATIONS

The University reserves the right to photograph and/or videotape students, faculty, staff and guests while on University property or during University-sponsored functions. These images and audio may be used by Campbellsville University for promotional purposes, including use in University magazines, newspapers, press releases, brochures, booklets, pamphlets, newsletters, advertisements, videos, website and associated sites and other promotional materials.

The Campbellsvillian

The Campbellsvillian is a magazine published for alumni and friends of Campbellsville University and is published three times a year by the Office of University Communications.

CampusScene

The Office of University Communications makes available via email this faculty/staff newsletter every other week, which lists faculty and staff-related news items, activities, announcements and concerns.

Campus Times

The Campus Times is a student-produced newspaper published monthly during spring and fall semesters. While it provides hands-on experience for mass communication students, positions are open to any student with an interest in writing stories, taking photographs or preparing items for the paper's website.

Church Outreach Monthly Update

The Office of Church Outreach emails a monthly update. The publication showcases church outreach, missions and ministries and related academic programs of Campbellsville University. It is mailed to employees of Campbellsville University employees, pastors and church leaders, as well as friends of CU, in Kentucky and several other states.

Russell Creek Review

The Russell Creek Review is a literary and visual arts journal of Campbellsville University that the English department publishes each spring. The journal accepts submissions of poetry, short stories, plays, creative nonfiction, photography (artistic), traditional art (scanned) and digital art. Submissions can be from students, faculty, staff, coaches, and alumni. Announcements concerning the deadline are posted early each spring semester.

School of Music Calendar of Events

The School of Music Calendar of Events, available online at www.campbellsville.edu/music, is a listing of music events open to CU students, faculty, staff and the public.

The President's Annual Report

The President's Annual Report is a donor publication. It is mailed to all financial supporters of Campbellsville University who have donated the fiscal year before the piece is mailed. It features stories, photographs and charts that tell the financial story of Campbellsville University. It is published within the alumni magazine, the Campbellsvillian.

Tiger Pause

Tiger Pause is an e-newsletter for alumni and friends is a supplement to the Campbellsvillian. It's the newest way to keep up with the latest developments at Campbellsville University and is published by the Office of University Communications.

ATHLETICS

Intercollegiate Athletics

The University is a member of the National Association of Intercollegiate Athletics (NAIA), the Mid-South Conference (MSC), USBC (United States Bowling Congress), Women's Collegiate Wrestling Association (WCWA), the National Christian College Athletic Association (NCCAA), National Association Collegiate Esports (NACE) and USA Collegiate Archery. The men's teams include: baseball, basketball, bowling,

cross country, esports, football, golf, soccer, swimming, tennis, track (indoor/outdoor), volleyball, and wrestling; women's sports include: archery, basketball, bass fishing, bowling, dance, track (indoor/outdoor), cross country, golf, soccer, softball, swimming, tennis, volleyball, and wrestling; coed sports include: bass fishing, kayak fishing, cheerleading, archery, and esports.

Appeal Procedure for CU Student Athletes:

All Campbellsville University student-athletes have the right to appeal: (1) Sanctions regarding the Substance Abuse Policy and (2) Loss or Reduction of Athletic Performance Grant. It is the sole responsibility of the student-athlete to be familiar with these policies and ask for his/her appeal.

I. Sanctions Regarding the Substance Abuse Policy

Campbellsville University athletic performance grants are awarded for one full academic year. At the end of each year, the performance grant may be renewed, increased, decreased or eliminated. Every student-athlete has the right to appeal a performance grant decision by following these steps:

- The student-athlete must submit a written request to the Director of Athletics or Associate Athletics Director for a hearing within five days after suspension or dismissal. Failure to request the hearing in writing will result in a waiver of the right to a hearing. The penalties will be imposed after the five-day period has elapsed.
- The faculty athletic representative or the representative's designee will act as the hearing officer.
- The student-athlete will be provided written notice of the test results, the penalties to be imposed and notification of time, place and date of hearing.
- Only the student-athlete, a representative from the Department of Athletics, a representative of the University Administration and the hearing officer may be present for the hearing.
- The student-athlete will be provided an opportunity to present his/her position regarding the test results and penalties, as well as, any related documentation that will assist the hearing officer in determining whether the student-athlete should be suspended and be subject to cancellation of athletic financial aid.
- The hearing officer shall record the hearing by audiotape, videotape or a combination of both. Following the hearing, the hearing officer will prepare a brief summary of the hearing including:
 - The names of everyone present at the hearing.
 - The date, time and place of the hearing.
 - The test results.
 - The position of the student-athlete.
 - The position of the university representative.
 - A recommendation that the penalties should or should not be imposed and the reasons therefore. In the event the hearing officer recommends the penalties should not be imposed, the officer may recommend other sanctions or alternatives. The report of the hearing officer should be completed and forwarded to the Director of Athletics within 10 days after the conclusion of the hearing. The Director of Athletics, after reviewing the report and recommendation of the hearing officer, will decide on one of the following:
 - The penalties outlined in the Substance Abuse Policy will be imposed.
 - That other sanctions, penalties or alternatives will be imposed.
 - That no penalties, sanctions or alternatives will be imposed.
- The Director of Athletics will notify the student-athlete in writing of the recommendation of the hearing officer and the Department of Athletics' decision, which is final.

II. The Loss or Reduction of Athletic Performance Grant. Performance Grants are awarded on a yearly basis and are subject to change for subsequent years at the coach's discretion.

- The student-athlete must submit in writing to the Director of Athletics within five days, after notification of loss or reduction of athletic performance grant, his/her intent to appeal.
- Failure to request the appeal in writing within five days will result in a waiver of the right to an appeal.
- The Director of Athletics and faculty athletic representative will give the student-athlete an opportunity to present his/her position regarding the loss or reduction of athletic performance grant. Others may be present at this time, but only the student-athlete will be given an opportunity to speak.
- The Director of Athletics and faculty athletic representative will give the Head Coach an opportunity to present his/her position regarding the loss or reduction of athletic performance grant for this student-athlete.
- The Director of Athletics will notify the student-athlete in writing the decision of his/her appeal, which is final.

PHILOSOPHY OF BEHAVIOR

Campbellsville University was founded with the goal of providing a quality education along with Christian values. Learning, we believe, best takes place where student, faculty and staff are guided by Christ-like concern and behavior. Moral and ethical integrity are essential to the environment the University seeks to uphold. All who work, study and learn at Campbellsville University have the responsibility to affirm the value of and work toward the maintenance of a peaceful and purposeful community.

The University is committed to remaining Christ centered, church connected, Baptist related and committed to changing lives, yet it is a non-sectarian institution that is committed to integrating Christian faith and learning. Many religious denominations and faiths are represented on campus. However, it is the responsibility of the entire community to be sympathetic to the stated mission, goals and behavior expectations of the University.

Student Behavioral Expectations

A student attends Campbellsville University voluntarily and is expected for the sake of the community to conduct himself or herself with a high standard of personal behavior on and off campus. A student whose conduct violates stated behavior expectations faces specific disciplinary sanctions.

Behavior expectations are clustered around the following individual and community values: worth of the individual, self-discipline, academic integrity and respect for property, the environment and community authority.

Worth of the Individual

Each person in our community intrinsically is a person of worth. The University values behavior that appreciates the cultural backgrounds of fellow students and respects the right of persons to hold differing attitudes and opinions. The value of the worth of individuals can be violated by behaviors such as harassment and indecent and lewd conduct.

Self-Discipline

Each person has the God-given capacity for developing one's self fully as an individual. The University values behavior that leads to the physical, intellectual, spiritual, social and emotional well-being of the individual. Indecent and lewd conduct, gambling, disorderly conduct, manufacturing, possessing, consuming or distributing alcohol or other controlled substance, and intoxication are examples of behaviors which violate the value of self-discipline.

Academic Integrity

Each person has the privilege and responsibility to develop one's learning abilities, knowledge base and practical skills. The University values behavior that leads a student to take credit for one's own academic accomplishments and to give credit to other's contributions to one's course work. These values can be violated by academic dishonesty and fraud.

Respect for University Property and the Environment

Each person has the duty to treat with care and respect one's own property, the property of others and University property. The University values behavior that recognizes the rights and privileges of owning

and using personal and institutional property. Stealing and being in possession of stolen or lost property, vandalism, setting a fire and arson, tampering with fire and safety equipment, possessing firearms or weapons on campus, possessing and using fireworks on campus and unauthorized entry are examples of behaviors which violate the value of property and the environment.

Respect for Campus Community Authority

Each person recognizes that codes of conduct are necessary for prosperous and peaceful community life. The University values behavior that abides by and shows respect for the authorities that administer the rules, regulations and laws of the campus, city, state and community and as citizens of the community beyond our campus. The value of respect for community authority is violated by possessing, consuming, and/or distributing alcoholic beverages; intoxication; possessing, using and/or distributing illegal drugs; sexual misconduct; aiding, abetting or conspiring to engage in value violations; violating residence hall visitation guidelines; reckless behavior; fighting; lewd and indecent conduct; insubordination; unauthorized and/or unruly demonstrations; driving while impaired; habitually offending motor vehicle rules and regulations; creating a nuisance by talking, yelling, singing, playing a musical instrument, electronic device, etc. loudly enough to disturb members of the University community and committing a city, state or federal offense.

STATEMENT OF STUDENT RIGHTS

Any student who has been charged with a value violation and thus alleged to be involved in an inappropriate behavior is guaranteed the following rights in order to insure fundamental fairness:

Each student has the right to:

1. Be informed in writing of the specific value violation and inappropriate behavior in which the student is suspected of involvement, and informed that the judicial process is stated in the Campbellsville University Student Handbook;
2. Know the nature of the evidence against the accused.
3. Remain silent when being questioned by the individual or individuals investigating the case;
4. Offer a defense by presenting material and/or witnesses on behalf of the accused student;
5. Be afforded with the opportunity to be heard in the presence of an impartial body before a decision is made regarding the case;
6. Be present at all dispositive proceedings or proceedings that could otherwise result in the adjudication of the student's suspected violation.
7. Be informed both orally and in writing of the results of the hearing;
8. Appeal any decision made during the preliminary conduct hearing.
 - A. Minor Offenses:
 - a. Complete Steps a, b and c of the Judicial Process below;
 - b. Either:
 - a. Conduct a Preliminary Conduct Hearing with conduct officer; OR
 - b. The student can waive the Preliminary Conduct Hearing
 - c. Appeal the determination of the Preliminary Conduct Hearing:
 - a. Written request for Appeal to the Director of Student Services
 - b. Evaluation, Hearing, and Decision by Director of Student Services
 - B. Major Offenses:
 - a. Complete Steps a, b and c of the Judicial Process below **EXCEPT NO** Preliminary Conduct Hearing;
 - b. Either:
 - a. Conduct a hearing with the Judicial Council; OR
 - b. Student waives the Judicial Council Hearing
 - c. No Appeal for Judicial Council Hearing decisions, only for decisions made at a preliminary conduct hearing

THE JUDICIAL PROCESS

The sole purpose of the judicial process is to continue to ensure that each student is guaranteed the fundamental fairness he or she deserves. All phases of the judicial process must be conducted in a timely manner. The rights of the individual are paramount to the judicial system. At no time, therefore, shall the judicial policies and procedures of Campbellsville University violate the rights of the student guaranteed by the Student Rights Statement of the Judicial Policies and Procedures.

Steps in the Judicial Process

1. The judicial process begins with any member of the administration, faculty, staff or student body of Campbellsville University filing a complaint with the Office of Student Services.
2. The complaint is then investigated fully by the Office of Student Services. The investigation process must be conducted in a discreet and professional manner, guided always by the principle that the student is innocent until proven guilty.
3. If the investigating party believes that there is substantial evidence to support the accusation, the student accused will be given a Disciplinary Action Form. It is the responsibility of the accused student to contact the Office of Student Services within 24 hours, or one business day, to schedule a preliminary conduct hearing with the Director of Student Conduct, and/or Director of Residence Life (hereafter referred to as *conduct officers*). The student will be given a chance to defend his/her actions in the preliminary conduct hearing.
4. It is, therefore, the student's responsibility to prepare his/her defense. The student can/should exercise those rights guaranteed by the Judicial Policies and Procedures concerning the judicial process.
5. Based upon the adjudication of the evidence presented in the preliminary conduct hearing, a decision regarding guilt or innocence will be made. Sanctions will be imposed according to the student handbook.
6. Based upon the seriousness of the violation, major offenses that would call for an appearance before the Judicial Council, the accused student may waive this appearance by signing a waiver and admission of guilt before the Director of Student Conduct or designated Student Services staff, thereby agreeing to accept the sanctions for the violation as issued by the Office of Student Services. This waiver is subject to the approval of the Director of Student Services.
7. Once the case is heard, the appeal will be determined to be either substantiated or unsubstantiated (see *The Appeals Process*).
8. The ruling of the Judicial Council will be made in private with council members only. The accused student will have the opportunity to have the decision after deliberation be given in the accused presence and a designated Student Services staff member.

THE JUDICIAL BODIES

The Judicial Council

The Judicial Council shall be a nine-member impartial body consisting of one Chief Justice and eight Associate Justices. The nine-member committee shall be comprised of faculty and staff of Campbellsville University. The Judicial Council committee will be appointed by the Vice President for Athletics/Student Services.

The ruling of the Judicial Council will be determined by a simple majority of the nine justices. The Council may meet and hear a case with only a quorum (five members) present. A judgment requires a majority vote. If a clear majority is unreachable, then the case must be dismissed and all charges against the student must be dropped.

Immediate Suspension Protocol

The University President, or in the absence of the University President, the Director of Student Conduct has the power to impose a immediate suspension when evidence exists that the student's behavior, on or off campus, may be a threat to the health, safety and/or welfare of the students, faculty, staff or guests of the university. immediate suspension will include restriction from campus, denial to attend classes, and participation in other academic or extracurricular activities. An immediate suspension by the University President, or in the absence of the University President, the Director of Student Conduct, is non-appealable until such time that the University President deems that the threat imposed by the student is eliminated and the student's immediate suspension is adjudicated.

The Appeals Process

The student may appeal the decision of the Preliminary Conduct Hearing for any of the following reasons: (1) determination of guilt or innocence for offenses carrying a sanction of possible suspension; (2) judicial process was not followed; (3) the student's rights were violated.

The following steps are to be followed in an appeal of a decision in the Preliminary Conduct Hearing for:

Major Offenses

1. Written Request for Appeal

- a. The student has a maximum of five business days to file and submit to the Director of Student Services and/or Vice President for Athletics/Student Services a written request for an appeal.
- b. The written request must outline the student's reason for requesting an appeal, based on the aforementioned reasons.

2. Evaluation of Written Request for Appeal

- a. Upon receiving the written request for an appeal, the Director of Student Services and/or the Vice President for Athletics/Student Services will determine whether the student's case will be heard by the Judicial Council or uphold the decision of the preliminary conduct hearing.

3. Appeal Hearing

- a. The student will have the opportunity to present their case before the Judicial Council.
- b. The student will be contacted and notified orally and/or in writing of the date, time and location of the Judicial Council hearing.

4. Appeal Decision

- a. The ruling of the Judicial Council will be considered final.
- b. The Judicial Council will rule on one or more of the following grounds for appeal:
 - i. **Determination of Guilt or Innocence for Offenses Carrying Possible Suspension:**
 1. If the student is found innocent, then all charges are dropped and the student will be vindicated.
 2. If the student is found guilty, the Judicial Council upholds the sanctions for violation(s) and the student is notified both orally and in writing of these sanctions.
 - ii. **Judicial Process Was Not Followed:**
 1. If it is determined that judicial process was not followed, the student will complete a second preliminary conduct hearing with a different hearing officer.
 2. If it is determined that judicial process was followed, the case will be considered closed and the ruling final.
 - iii. **The Student's Rights Were Violated:**
 1. If it is determined that the student's rights were violated, the student will complete a second preliminary conduct hearing with a different hearing officer.
 2. If it is determined that the student's rights were not violated, the case will be considered closed and the ruling final.

Minor Offenses

1. Written Request for Appeal

- a. The student has a maximum of five business days to file and submit to the Director of Student Services a written request for an appeal.
- b. The written request must outline the student's reason for requesting an appeal, based on the aforementioned reasons.

2. Evaluation of Written Request for Appeal

- a. Upon receiving the written request for an appeal, the Director of Student Services will determine whether the student's case will be heard or uphold the decision of the preliminary conduct hearing.

3. Appeal Hearing

- a. The student will have the opportunity to present their case before the Director of Student Services.
- b. The student will be contacted and notified orally and/or in writing of the date, time and location of the hearing.

4. Appeal Decision

- a. The ruling of the Director of Student Services will be considered final.
- b. The Director of Student Services will rule on one or more of the following grounds for appeal:
 - i. **Determination of Guilt or Innocence for Offenses Carrying Possible Suspension:**

1. If the student is found innocent, then all charges are dropped and the student will be vindicated.
 2. If the student is found guilty, the Director of Student Services upholds the sanctions for violation(s) and the student is notified both orally and in writing of these sanctions.
- ii. **Judicial Process Was Not Followed:**
1. If it is determined that judicial process was not followed, the student will complete a second preliminary conduct hearing with a different hearing officer.
 2. If it is determined that judicial process was followed, the case will be considered closed and the ruling final.
- iii. **The Student's Rights Were Violated:**
1. If it is determined that the student's rights were violated, the student will complete a second preliminary conduct hearing with a different hearing officer.
 2. If it is determined that the student's rights were not violated, the case will be considered closed and the ruling final.

CAMPBELLSVILLE UNIVERSITY BEHAVIORAL ASSESSMENT TEAM (BAT)

Mission

The Behavioral Assessment Team assists in managing situations that pose, or may reasonably pose, a threat to the health, safety, and well-being of the campus community.

Purpose

The purpose of the Behavioral Assessment Team is to recommend early intervention so that individuals receive the assistance they need without disruption to the campus community. The team may be called upon to evaluate behavior or the mental well-being and safety of a student. There are many behaviors and circumstances that may indicate an increasing risk for violence, criminal behavior, significant harm or disruption to others or themselves, or that a person needs assistance. The significance of any one behavior or circumstance is often difficult to determine. Therefore, the threat assessment process is designed to review the situation in the context of all of the facts that can be known.

The team will consist of representatives from the Office of Student Services, Academic Support, Athletics, Diversity and Inclusion, and Regional Centers. In addition, representatives from other departments and organizations may be called in to assist the team due to extenuating circumstances.

For the safety of the campus community, any threat, explicit or implied, will be considered a statement of intent. The Behavioral Assessment Team will recommend actions to the appropriate vice president(s) or senior administrators to protect the students, employees, and the community.

This team has been established to:

- Coordinate and assess information from faculty, administrators, students, local authorities, and others.
- Identify resources for troubled students and personnel and make referrals to appropriate campus and off-campus agencies; help secure therapeutic actions that are appropriate, such as treatment or counseling, and that may include internal or external psychological evaluations.
- Investigate the incident(s) and recommend appropriate actions, which may include suspension, expulsion, involuntary leave of absence, filing of criminal charges, or ongoing monitoring for follow-up and observation of behavior patterns; recommendations are made to the appropriate senior administrator who shall sign off on action to be taken.
- Respond to incidents of violence, threatening behavior, gross insubordination, intimidation, unwanted pursuit, harassment, and behavior indicating a student poses a risk to self or others; when necessary, initiate contacts with appropriate authorities to place a student in the custody of the appropriate law enforcement agency or a mental health facility capable of supporting specific behaviors.
- Organize a collaborated response to individual(s) that pose a threat to the campus community whose actions of criminal behavior on and off campus result in an immediate disciplinary review

to protect the campus community for which an immediate removal from campus may be warranted.

- Authorize notification, within FERPA guidelines, of parents, guardians and/or next-of-kin.
- Assess outcomes of actions taken periodically.

Information Maintenance and Confidentiality

All information received by, or related to the activities of this group, will be maintained in the Office of Student Services under the supervision of the Director of Student Services. This information will be treated as confidential among the members of the Behavioral Assessment Team in accordance with FERPA and other applicable laws and administrative policies. Confidential information will be released only as required by law, or permitted by law under exigent circumstances.

VIOLATIONS / SANCTIONS

Listed below is a guideline of the violations that will bring a student before the appropriate Student Services personnel. Included is a brief definition of the violations and minimum sanctions for the offense.

It is the goal of the Student Services staff to always be fair and consistent at all times. Though many violations have disciplinary consequences, some sanctions will be determined at the discretion of the Director of Student Services and/or Director of Student Conduct. When decisions such as that are rendered, the following criteria will be taken into consideration: attitude of student involved, previous discipline history, and specific circumstances which may apply to the situation. It is the Office of Student Services' desire that a student will benefit from the disciplinary sanctions in a positive manner and it is not seen as strictly punishment.

Minor Offenses

1. Gambling

Definition: Playing at any game of chance for material gain or to wager for material gain on games played by others.

Minimum Sanction:

- Reprimanded/or Disciplinary Warning (or other sanctions will be applied as it relates to the severity of the violation).

2. Possession of or viewing pornographic materials

Definition: Possession or viewing pornographic materials, including posters

Minimum Sanction:

First Offense:

- Probation until a specified date
- Forfeiture of materials
- Fine of \$100

Second Offense:

- Probation until a specified date
- Counseling Assessment (participate in services deemed necessary by Director of Counseling)
- Fine of \$200

3. Fraud

Definition: To willfully or knowingly provide false information, either written or oral. This includes statements made to University officials, faculty and staff members, residence hall staffs, student government councils and any written University records. **Situations involving academic dishonesty and fraud are covered in the undergraduate catalog under academic integrity, student behavioral expectations and complaint process.**

Minimum Sanction:

First Offense:

- Probation until a specified date

- Restitution
- Written apology
- Fine of \$100 or 25% restitution (whichever is greater)

Second Offense:

- Expanded probation until a specified date
- Restitution
- Written apology
- Fine of \$200 or 50% of restitution (whichever is greater)

4. Possessing and/or Using Fireworks on Campus

Definition: Possession or use of fireworks on campus or University- owned property. Indoor use may be considered arson.

Minimum Sanction:

First Offense:

- Probation until a specified date
- Restitution
- Fine of \$100

Second Offense:

- Probation until a specified date
- Restitution
- Fine of \$200

5. Unauthorized Entry and Exit

Definition: Entering, exiting, or allowing/enabling access to or from any University building or facility without proper authorization (including entering and exiting facilities through windows or designated emergency doors).

Minimum Sanction:

First Offense:

- Probation until a specified date
- Fine of \$100

Second Offense:

- Expanded probation until a specified date
- Fine of \$200

6. Violation of Visitation in Residence Halls

Definition: Presence of a member of opposite gender or significant other visiting a resident student in the residence hall lobby, common area and/or individual room, without permission.

Minimum Sanction:

First Offense:

- \$50 Residence Hall citation

Second Offense:

- \$100 Residence Hall citation

Third Offense:

- Probation until a specified date
- Fine of \$200
- Insubordination charge

7. Attempting to Elude Security Officer

Definition: Any student of the University who is advised by a University officer to remain in a place or told to stop but instead continues or leaves the scene will be charged by the University.

Minimum Sanction:

- Probation until a specified date

- Fine of \$100

Major Offenses

8. Indecent and Lewd Conduct

Definition: Including, but not limited to, the use of obscene, profane or abusive language, personal appearance/dress on campus, excessive displays of affection, which may be offensive to others.

- Reference **Personal Appearance/Dress on Campus**, on pages 21-22.

Minimum Sanction:

First Offense:

- Probation until a specified date
- Fine of \$200
- Possible suspension

Second Offense:

- Expanded probation until a specified date
- Fine of \$350
- Possible suspension

Third Offense:

- Suspension

9. Disorderly Conduct

Definition: Engaging in conduct, which is annoying or offensive to others, or disturbs the rights of others, or stops the flow of normal activity.

Minimum Sanction:

First Offense:

- Probation until a specified date
- Fine of \$200
- Possible suspension

Second Offense:

- Expanded probation until a specified date
- Fine of \$350
- Possible suspension

Third Offense:

- Suspension

10. Harassment

Definition: Verbal abuse directed toward students, faculty, staff or guests of the University. This includes threatening or **obscene phone calls, emails and social media**. Cases of hazing also fall into this category. The University will not condone actions or words which a reasonable person would regard as either threatening, sexual, discriminatory harassment or violation of an individual's civil rights.

Minimum Sanction:

First Offense:

- Probation until a specified date
- Possible loss of privilege until a specified date
- Fine of \$200
- Counseling costs for victim if requested
- Possible suspension

Second Offense:

- Suspension
- Possible expulsion

11. Possession or Use of Alcoholic Beverages

Definition: Possession, consumption or distribution of alcoholic beverages is prohibited on or off campus, in ANY buildings, facilities, grounds (including parked vehicles on campus) and other properties owned/or controlled by Campbellsville University, as well as in your system. This policy also applies on University related off-campus trips and/or group activities. This includes students charged with alcohol related offenses by state or local authorities on or off campus, as well as empty containers.

Minimum Sanction:

First Offense:

- Probation until a specified date
- Fine of \$200

Second Offense:

- Extended probation until a specified date
- Counseling assessment (participate in services deemed necessary by Director of Counseling)
- Fine of \$350
- Possible suspension

Third Offense:

- Possible suspension

Consumption of Alcoholic Beverages

A student appearing on campus whose use of an alcoholic beverage is discernable will be subject to disciplinary action. Campus security may use a Breathalyzer to determine level of alcohol content consumed. A student has the right to request a Breathalyzer test when alcohol consumption is disputed.

- **Refusal to be tested by a Breathalyzer by campus or other authorities will be considered admission of guilt and insubordination.**

12. Distributing Alcoholic Beverages

Definition: An individual student or campus organization/group distributing/providing alcoholic beverages on or off campus will be liable for disciplinary actions.

Minimum Sanction:

First Offense:

- Probation until a specified date
- Fine of \$300
- Possible suspension

Second Offense:

- Possible suspension

13. Manufacture and/or distribution of illegal drugs and other controlled substance

Definition: The manufacture, possession, distribution or use of illegal drugs or other controlled substances or drug paraphernalia is prohibited on campus buildings, facilities, grounds or other properties owned/or controlled by Campbellsville University. This also includes privately owned parked vehicles on-campus and off-campus activities sponsored by any University organization, area or group. **Possession of illegal drugs will be turned over to the local police.**

NOTE: Campbellsville University reserves the right to administer alcohol/drug testing. The findings can be used in a judicial hearing. Refusal to comply with an alcohol/drug test will be considered an admission of guilt.

Minimum Sanction:

First Offense:

- Suspension
- Possible expulsion

14. Possession or use of illegal drugs and other controlled substances

Definition: The possession or use of illegal drugs or other controlled substances or drug paraphernalia is prohibited on campus buildings, facilities, grounds or other properties owned/or controlled by Campbellsville University. This also includes privately owned parked vehicles on-campus and off-campus activities sponsored by any University organization, area or group. **Any possession of illegal drugs will be turned over to the local police.**

NOTE: Campbellsville University reserves the right to administer alcohol/drug testing. The findings can be used in a judicial hearing. Refusal to comply with an alcohol/drug test will be considered an admission of guilt.

Minimum Sanction:

First Offense:

- Probation until a specified date
- Counseling assessment (participate in services deemed necessary by Director of Counseling)
- Fine of \$200
- Possible Suspension

Second Offense:

- Suspension
- Possible expulsion

15. Stealing and/or Possessing Stolen Property

Definition: The unauthorized taking and/or possessing property of another individual and/or entity, on or off campus.

Minimum Sanction:

First Offense:

- Probation until a specified date
- Possible loss of privilege until a specified date
- Restitution
- Fine of \$200
- Possible suspension

Second Offense:

- Suspension

16. Vandalism

Definition: Misusing, defacing, destroying or damaging University, individual or community property.

Minimum Sanction:

First Offense:

- Probation until a specified date
- Restitution
- Fine of \$200
- Possible suspension

Second Offense:

- Suspension

17. Fire and Arson

Definition:

- a. Fire Setting: Deliberately igniting a fire without authorization.
- b. Arson: The intentional setting of fires to destroy property.

Minimum Sanction:

Fire Setting First Offense:

- Probation until a specified date

- Possible loss of privilege until a specified date
- Counseling Assessment (participate in services deemed necessary by Director of Counseling)
- Restitution
- Fine of \$200
- Possible suspension

Fire Setting Second Offense:

- Suspension
- Possible expulsion

Arson First Offense:

- Immediate Expulsion
- Restitution

18. Tampering with Fire and Safety Equipment

Definition: Tampering with or removing fire extinguishers, fire alarms or other safety equipment and giving false alarms.

Minimum Sanction:

First Offense:

- Probation until a specified date
- Fine of \$350

Second Offense:

- Suspension

19. Possessing Firearms or Weapons on Campus

Definition: The possession of any weapon, **openly or concealed**, in University facilities, in residence halls, on campus parking areas, or on any University-owned property in violation of the **Weapons Policy** set forth on pages 65-66. Examples of weapons include, but are not limited to, firearms, explosives, bows and arrows, BB guns, air soft guns, throwing stars, knives, other than average pocket knives, or any other weapon that could raise fear in an individual. This also includes items that look like an actual weapon.

Minimum Sanction:

First Offense:

- Probation until a specified date
- Fine of \$200
- Possible suspension
- Forfeiture of materials

Second Offense:

- Suspension

20. Insubordination/Failure to Comply

Definition: Aggressive or passive disobedience of an order of a University official, including disrespect to a Campus Security Officer or university representative, refusing to present an ID upon request, not evacuating a building during a fire alarm, not following emergency procedures, and failure to appear for an official meeting when requested. Failure to comply with judicial sanctions is also considered insubordination.

Minimum Sanction:

First Offense:

- Probation until a specified date
- Fine of \$200

Second Offense:

- Expanded probation
- Fine of \$350

- Possible suspension

21. Reckless Behavior

Definition: Any behavior which creates a danger to others or the University community. Violating social distancing guidelines and creating an atmosphere where a virus may be transmitted.
*** Any student that host a party on or off-campus will automatically be charged with reckless behavior.**

Minimum Sanction:

First Offense:

- Probation until a specified date
- Possible loss of privilege until a specified date
- Fine of \$200
- Possible suspension

Second Offense:

- Suspension

22. Assault

Definition: Any person who causes physical injury or physical abuse to another individual, on or off campus.

Minimum Sanction:

First Offense:

- Probation until a specified date
- Possible loss of privilege until a specified date
- Counseling costs for victim if requested
- Fine of \$200
- Possible suspension

Second Offense:

- Suspension

23. Fighting

Definition: Any student who initiates, engages in, or is actively involved in a fight on or off campus will be removed from campus immediately until a formal investigation is completed.

Minimum Sanction:

First Offense:

- Possible suspension
- Probation until a specified date
- Loss of privilege until a specified date
- Counseling for all involved individuals
- Fine of \$200

Second Offense:

- Immediate suspension

24. Committing a City, State or Federal Offense

Definition: All students are required to abide by the laws of the local, state, national and international governments and are subject to judicial action by the University for violation of any of the laws thereof.

25. Misuse of Electronic Resources

Definition: See section on Campbellsville University Computer Resources, Acceptable Use Policy. This also includes printing off entire textbooks, posting information, videos, pictures, etc. that infringe on copyright laws or is deemed inappropriate by the mission of Campbellsville University. Tampering with computers; deliberately destroying stored information or creating or knowingly propagating a computer virus, or copying improper material from the Internet. **The Office of Information Technology has the ability and authority to track, monitor and report violations of Internet usage**

to the Office of Student Services. All aspects of the above policy apply fully to computer access in individual student rooms connected to the University's local area network.

Minimum Sanction: Corresponds to the degree of seriousness of the infraction.

First Offense:

- Probation until a specified date
- Possible loss of privilege until a specified date
- Restitution
- Fine of \$200
- Possible suspension

Second Offense:

- Suspension

26. Inappropriate Sexual Behavior

Definition: Any form of consensual sexual behavior or conduct outside the bonds of marriage. Refer to Title IX Section beginning on page 64.

Minimum Sanction:

First Offense:

- Probation until a specified date
- Fine of \$200

Second offense:

- Fine of \$350
- Possible suspension

27. Sexual Harassment

Definition: Conduct on the basis of sex that satisfies one or more of the following:

1. *An employee of the University conditioning the provision of an aid, benefit, or service of the University on an individual's participation in unwelcome sexual conduct;*
2. *Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's education program or activity; or*
3. *"Sexual assault", "dating violence", "domestic violence", or "stalking" as defined in Campbellsville University's Sexual Misconduct Policy*

****For more information regarding the University's Sexual Misconduct Policy, refer to p.65 of the Student Handbook, or view the policy, including grievance procedures here: <https://www.campbellsville.edu/policy/title-ix-policy-procedure/>.***

Possible Sanctions:

First Offense:

- Probation
- Loss of privilege
- Fine of \$350
- Counseling costs for the victim
- Suspension
- Expulsion

28. Terroristic Threatening

Definition: Any threat to commit a crime of violence or a threat to cause bodily injury to another person and terrorization as the result of the proscribed conduct. Generally, a terroristic threat "is sufficiently specific where it threatens death or great bodily injury, and a threat is not insufficient simply because it does not communicate a time or precise manner of execution.

Minimum Sanction:

First Offense:

- Immediate suspension
- Possible expulsion

The university reserves the right to impose “work to restitution sanctions” where a student must do a set amount of community or university service hours depending on the nature of the offense, the right to impose Creative Sanctions and/or Residence Hall Suspensions for offenses based on the unique circumstances of an individual case.

SANCTION DEFINITIONS

Appropriate councils have the authority to impose any one or a combination of more than one of the following sanctions on a student who engages in inappropriate behavior:

- A. **Reprimand:** An informal verbal warning that continuation or repetition of inappropriate behavior may result in a more severe sanction.
- B. **Disciplinary Warning:** An official written statement of the regulation violated with a warning that continuation or repetition of inappropriate behavior may result in a more severe sanction.
- C. **Referral for Counseling:** Students may be referred for counseling, either on campus or to an appropriate professional agency. Compliance and recommendation reports are to be provided by the counselor to the Office of Student Services.
- D. **Curfew:** Students may be placed on a curfew for a specific time. The curfew hour is usually 10 p.m. depending on the infraction and the time of the year.
- E. **Fines:** The student will be required to pay a reasonable sum of money as a sanction. The fine must be paid in the Office of Business Services by the date specified by the Director of Student Conduct or Director of Residence Life in the letter sent to the student. Mentoring or work options may be considered.
- F. **Loss of Privilege:** This sanction prohibits the student from participation in extracurricular activities for a specified time, which includes campus social events such as athletic events, co-ed visitation in residence halls, dances, etc.
- G. **Restitution:** Reimbursement or compensation for damage or abuse of property resulting from a student’s misconduct.
- H. **Probation:** Formal written warning that the student’s behavior has placed his/her status as a student in jeopardy. This condition encumbers the student’s good standing in the University for a stated period of time. Any incident during the probation period will automatically move the student to a higher level of applicable sanctions.
- I. **Expanded Probation:** Formal written warning that the student’s behavior has placed his or her status as a student in jeopardy. This condition encumbers the student’s good standing in the University for a stated time. Penalties include, but are not limited to: the loss of University-funded financial aid (i.e. scholarships, performance grants, etc.); restriction from participation in University sponsored performing groups (i.e. fine arts organizations and athletics); and restrictions from holding an office in a University sponsored club/organization. Another incident during the probation period will be considered as a second offense and will be dealt with more severely.
- J. **Residence Hall Suspension:** Prohibition from living in residence halls for a given time. Students remain liable for the cost of housing, of the semester for which they were suspended, in accordance to the Institutional refund policy.
- K. **Disciplinary Suspension:** Termination of student status at the University for either an indefinite or specified time. International Students (F-1 visa holders) who are suspended will also have their SEVIS Record/I-20 terminated and will need to plan to regain/maintain their status with the United States Customs and Immigration Services.
- L. **Immediate Suspension:** Immediate termination of student status by the University President. The decision of the University President to impose an immediate suspension supersedes judicial due

process and is considered final and non-appealable. Immediate suspension will include restriction from campus, denial to attend and/or complete classes, and participation in other academic or extracurricular activities.

- M. **Privilege of Withdrawal:** The student is permitted to withdraw, with permission from the Office of Academic Affairs, from the University without evidence of judicial action. A student who has been suspended for disciplinary reasons may not remain on nor visit the campus to participate in any academic or other activity.
- N. **Selective Readmission:** Campbellsville University reserves the right to operate under a policy of selective readmission. A student who fails to meet acceptable social standards can complete the current semester under social restrictions, but he or she will not be allowed to return the following semester without review and admission by the Admissions Committee.
- O. **Expulsion:** Permanent termination of student status at the University.

Creative Sanctions

By the discretion of the Judicial Council, Director of Student Conduct and/or Vice President for Student Services students may be given creative sanctions in addition to/or instead of required sanctions, to meet educational needs of the individual students. The sanctions include: reports by research of viewing TV/movies on related subject; interview professionals in the community; police officers, ER workers, judges; make posters; volunteer time to community needs, write respective papers; write letter to family, etc.

Notification of Parents

Due to recent changes in the “Family Education Rights and Privacy Act (FERPA),” whenever a student under the age of 21 is guilty of a violation of alcohol and drugs, the parents may be notified. Parents may also be notified when students’ violations may result in suspension or dismissal.

Disciplinary Records

To minimize the risk of improper disclosure, disciplinary records are kept in the Office of Student Services separate from the student academic records in the Registrar’s Office. Transcripts of academic records contain only information about a student’s academic performance and status. Personal advising files are also kept in a discreet and separate location.

Information from disciplinary or personal advising files is highly restricted and is not available to unauthorized persons on campus, or to any person off campus without the express written consent of the student involved except under legal compulsion or in cases where the safety of persons or property is involved. Disciplinary files resulting from academic cases are kept in confidential files by the vice president for academic affairs. It is a professional expectation of all administrative staff and faculty members that they respect confidential information about students that they acquire during their work. Any concern about confidentiality should be brought to the attention of the Vice President for Student Services at the earliest possible moment.

Disciplinary file information is normally purged within one year after the student graduates or leaves the campus. Campbellsville University reserves the right to hold disciplinary files up to five years after graduation or discontinued attendance if a student’s file shows excessive disciplinary history across several semesters of attendance.

Students who have been suspended or expelled will have a written statement from the Office of Student Services to the Registrar’s Office of this disciplinary sanction. This will remain with the Student Records file to prevent the student from enrolling at Campbellsville University without proper appeals process.

Interim Suspension

A student may be placed on interim suspension until a campus hearing can be arranged when evidence exists that the student’s behavior on or off campus may be a threat to the health, safety and/or welfare of the faculty, staff, students or guests of the University. Interim suspension will involve loss of privilege, probation and/or restriction from the campus and denied right to attend classes or participate in academic activities.

LEAVE OF ABSENCE POLICY

After careful evaluation a student may be placed on Leave of Absence by Campbellsville University based on circumstantial needs or concerns. A Leave of Absence is immediate and indefinite. To review this policy in its entirety you may access it in the Director of Student Services office located within the Office of Student Services.

POLICY ON AIDS

AIDS (Acquired Immune Deficiency Syndrome)

Campbellsville University is committed to providing students, faculty, staff, and coaches with a comprehensive educational program concerning AIDS, based upon currently available medical information.

Campbellsville University shall treat AIDS the same way as any other disease that may be contracted. Victims of AIDS or other diseases will be permitted to work and/or enroll in courses unless the student or staff member's personal physician or state or federal public health officials declare that the disease represents a substantial risk to the health and safety of other members of the community. In such instances, appropriate measures will be taken to protect the institution and the individual.

Legal and ethical considerations oppose the adoption of any policies or courses of actions which would deny ordinary privileges and rights, including privacy, to students, faculty, coaches or staff members who are known or suspected to be infected with the AIDS virus.

Students, faculty, staff, and coaches identified as HIV infected or having AIDS or an AIDS-related complex or any other communicable disease will not be barred from working, teaching, attending classes or participating in University-sponsored activities unless the appropriate vice president, in consultation with the individual's personal physician or state health department official, determines that he/she presents a clear and present danger to the public health. All such decisions will be made on a case-by-case basis, will remain open to re-examination considering new information, and will consider facts such as the individual's state of health and occupation.

The identity of the individual having AIDS or an AIDS-related complex will remain confidential. No specific or detailed information concerning individual patient's medical condition will be released to the public. If a personal physician or state health department official determines that an individual's medical condition represents a public health hazard and warrants limitation of activities, only essential administrative personnel will be informed on a need-to-know basis.

Custodial staff and food service workers will follow the guidelines issued by the Centers for Disease Control for the prevention of transmission of AIDS and other communicable diseases.

GRIEVANCE POLICY

If an individual has a grievance, they should complete a written claim by logging into the TigerNet system and going to the Academic Affairs tab. The official university grievance form is on the bottom right side. Once the grievance is filed, the student will receive an initial written response or follow up questions through their Campbellsville University student email account. The Office of Student Services will review all student service related grievances and respond accordingly.

SEXUAL MISCONDUCT POLICY

Notice of Non-Discrimination

Campbellsville University does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities, including applicants for admission and employment. The following persons have been designated to handle inquiries regarding the University's non-discrimination policies:

Title IX Coordinator
Administration Building, Office 7C
1 University Drive, UPO 944
Campbellsville, KY 42718

TitleIXCoordinator@campbellsville.edu

(270) 789-5092

Director of Personnel Services
Administration Building, Office 7B
1 University Drive, UPO 944
Campbellsville, KY 42718

HRQuestions@campbellsville.edu

(270) 789-5031

For further information on notice of non-discrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

Campbellsville University has developed grievance procedures for investigating complaints of sexual misconduct, including sexual harassment and sex discrimination. The Sexual Misconduct Policy can be found at: <https://www.campbellsville.edu/policy/title-ix-policy-procedure/>.

To file a report or complaint of sexual misconduct, contact the **Title IX Coordinator**, whose contact information is listed above, or use this QR code to complete an online reporting form:



Sexual Misconduct Reporting Form

CU's Title IX website also contains a list of resources and events designed to enhance education around sexual violence prevention and awareness, risk reduction, and bystander intervention.

WEAPONS POLICY

(1) *Policy:* Campbellsville University is a faith-based institution dedicated to her mission of higher learning in an environment of welfare and safety for her students, faculty, staff, contractors, vendors and visitors. Accordingly, since the possession of weapons and destructive devices on University property is inconsistent with that mission, the University hereby reaffirms its ban on the possession of all such weapons and devices on University property subject only to the narrow exceptions under Kentucky law relating to concealed firearms.

(2) *Definitions:* When used in this section, the following terms shall have the indicated meanings:

(a) “*possession or possessed*” shall mean any manner or means of care, custody, or control including physical possession or the exercise of dominion or control over any weapon or device prohibited by this policy;

(b) “*weapon*” shall mean any handgun, firearm, device, deadly weapon or ammunition as defined in KRS 237.060 or 500.080(4) as well as any device designed to inflict harm including but not limited to slingshots, pellet or BB guns, and bows and arrows, together with ammunition or projectiles associated with such devices;

(c) “*destructive device*” shall mean any explosive substance or device as defined in KRS 237.030 together with commercially available or manufactured fireworks;

(d) “*University property*” shall mean any premises or property owned, leased, or managed by Campbellsville University including all vehicles, common spaces, and private spaces on University property occupied, controlled by, or provided to students, employees and faculty, such as lockers, living spaces or offices;

- (e) “*law enforcement officer*” shall mean any law enforcement officer as defined under KRS 15.310(8) or a peace officer as defined under KRS 446.101(31);
 - (f) “*concealed firearm*” or “*legally concealed firearm*” shall mean a firearm possessed by a person having a valid license to carry a concealed firearm;
 - (g) “*visitor*” shall mean any person not affiliated with the University who is temporarily on University property at the invitation of, or with the consent of the University.
- (3) Possession of any weapon or any destructive device is prohibited in or on University property.
- (4) This prohibition applies to any weapon or destructive device whether carried or possessed in a concealed or unconcealed manner.
- (5) This prohibition applies to any deadly weapon or destructive device whether real or simulated, operable or inoperable or capable of functioning or not.
- (6) This prohibition shall not apply to:
- (a) a law enforcement officer in the performance of his/her official duties; or
 - (b) a concealed firearm as defined in section 2(f), above, provided that at all times while on University property such firearm is confined to an enclosed compartment in a locked vehicle, unless the owner of the concealed firearm is the holder of a concealed carry permit.
 - (c) a concealed firearm as defined by section 2(f) above which is owned by the holder of a concealed carry permit, provided that at all times while on University property such firearm is confined to the permit holder’s vehicle.
- (7) Notwithstanding the provisions of Section 6(b), above, and in the interests of University policy and University security, all persons other than law enforcement officers are requested not to possess a legally concealed firearm on University property.
- (8) Any violation of this policy by a University official, student, faculty, coach or staff member, or employee shall be considered a serious disciplinary offense subject to appropriate disciplinary action and, if a violation of the Kentucky penal code or any ordinance of a municipality within which the University property is involved, will be reported to the law enforcement agency having jurisdiction over that property.
- (9) Any violation of this policy by a visitor or person not affiliated with the University, including contractors, vendors or other visitors, if a violation of the Kentucky penal code or any ordinance of a municipality within which the University property is involved, will be reported to the law enforcement agency having jurisdiction over that property. In addition, an unaffiliated person committing a violation may be suspended from access to University property or banned altogether.
- (10) Any University official, student, faculty, coach, staff member or employee who has knowledge of any violation of this policy has the duty and obligation to report it immediately to the University Office of Safety and Security. Failure of any such person to do so shall constitute a disciplinary offense subject to appropriate disciplinary action.
- (11) This policy supersedes and, where applicable, replaces any other policy or code of conduct relating to weapons or destructive devices on University property as defined in this policy.

ALCOHOL/DRUG AWARENESS INFORMATION

Substance Abuse: Prevention and Intervention

A. Policy Statement

As a Christian institution of higher education, Campbellsville University complies with the federal regulations regarding the Drug-Free Workplace Requirements and, therefore, prohibits the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance on its campus and with University-sponsored classes, events and activities. Therefore, the use of alcohol, narcotic drugs and other mind-altering drugs can be detrimental to the health of individual members of the University community,

such use is in direct violation of the standards of the University. This policy applies to students, faculty, staff, coaches, and administration.

B. Guidelines for Implementation/Administration

1. The University shall provide a program of education concerning the dangers of drug abuse in the learning and work environment on campus. Chapel/convocation programs, seminars, lectures, residence hall programs and printed materials provide opportunities for students and employees to learn of the requirement of maintaining a drug-free workplace.
2. The University requires each student and employee to abide by the terms of the policy statement. Each student and employee also must notify the appropriate University official of any criminal drug statute conviction for a violation occurring on the campus of Campbellsville University no later than five days after such conviction. Any University community member, sensing that a violation of University standards has occurred or is occurring, has the responsibility for reporting the alleged violation to the appropriate University official.
3. Persons violating this substance abuse policy are subject to disciplinary action ranging from a strong warning to dismissal/suspension from the University.
4. As a recipient of federal funds, the University must notify the appropriate federal agency within 10 days of any criminal drug conviction for an employee or student.
5. Any member of the University community who seeks counseling or medical assistance for any problems related to the use or abuse of alcohol and/or drugs will receive strict counseling and medical confidentiality.

C. Appeals Procedure for Sexual Harassment or Alcohol Violations

For any student violation, the Office of Student Services will investigate the report and collect information regarding the alleged incident of misconduct. If matters of fact and/or applicable policy remain in question, the Office of Student Services may make a direct decision or refer the case to a hearing committee. Students may appeal a suspension from the University to an Appeals Committee, which shall be established as follows:

- a. The Chairman of the BAT (Behavioral Assessment Team) shall appoint a member of the committee to serve on the Appeals Committee.
- b. The STUDENT shall appoint one member.
- c. The selection of a third member shall be made by these two members.

Health Risks Caused by Alcohol

Campbellsville University promotes wellness and staying healthy. It is essential that members be aware of the health risk of substance abuse. In extreme cases, alcohol leads to physical damage that is serious, and sometimes irreversible, such as: comas, brain damage or even death.

Other toxic effects of alcohol that can be damaging to your body are:

- Brain - hangovers, memory lapses, blackouts.
- Digestive system - nausea, vomiting, ulcers, liver diseases, other organ corrosion.
- Cardiovascular system - high blood pressure, heart failure, respiratory distress or failure.
- Nerves and Muscles - loss of muscle coordination.
- Reproduction system - sexual impotence, irregular periods.
- Overall - malnutrition, increased cancer risk, weakened immune system, injuries due to falls, violent behavior.

Summary of State/City Laws

Under Kentucky State Law, it is illegal to purchase, to drink or to possess alcoholic beverages by persons under 21 years of age.

Kentucky also has and enforces laws for driving under the influence of alcohol.

Copies of Kentucky laws regarding alcohol/drugs are on file in the Office of Student Services for reference.

Under Kentucky State law, it is illegal:

- To purchase, possess, or consume alcoholic beverages by persons under 21 years of age.
- To operate a motor vehicle while under the influence of any alcohol or drugs, which may impair one's driving ability. [Under influence of alcohol is determined if there is 0.08 percent (under 21, .02 percent) or more weight of alcohol in blood].

- To misrepresent one's age to purchase alcoholic beverages.
- To purchase or distribute alcoholic beverages for/or to anyone under 21 years of age.
- To drink or be drunk in a public place.

Under state law, violations of alcohol laws range up to \$2,000 in fines, 12 months in jail and/or suspension of driver's license.

Under Kentucky State law, the most severe penalties apply to those involved in trafficking, manufacture, sale and possession of narcotic drugs. Fines/penalties range from one year in jail and/or \$1,000 fines under federal law to \$10,000 in fines and up to 10 years in prison.

Alcohol/Drug Counseling Program

Any member of the University community, who seeks counseling or medical assistance related to use or abuse of alcohol/drugs, will receive counseling and/or medical help confidentially. The Office of Counseling Services, Office of Student Services, and Office of Campus Ministries offer counseling on campus. Drug and alcohol information pamphlets are also available in the Office of Student Services.

Students with more severe alcohol abuse and/or other substance abuse problems are referred to inpatient and residential treatment facilities throughout the state, local intensive outpatient programs, independent clinicians, as well as, AA and AL-Anon meetings in the local area.

Triage Assessment for Addictive Disorders

The TAAD is a brief structured interview designed to identify current alcohol and drug problems. This 10-minute assessment tool covers all DSM 5 criteria for substance use disorder. It offers high internal reliability for dependence (over .90) and abuse (over .80). The TAAD produces alcohol and drug dependence profiles like those of more time intensive instruments.

- | | |
|-----------|---|
| Benefits: | Offers a quick assessment of current substance abuse and dependence criteria. |
| | Provides support for dependence diagnoses in minutes. |
| | Documents negative findings for those individuals who deny problems. |

RESOURCES FOR HELP WITH ALCOHOL PROBLEMS

Campus Resources:

Residence Hall Staff	(270) 789-5358	Stapp Hall
	(270) 789-5547	Village Phase I
	(270) 789-5030	Village Phase II
	(270) 789-5569	Village Phase III
	(270) 789-5599	North Hall
	(270) 789-5409	South Hall East
	(270) 789-5277	South Hall West
	(270) 789-5067	Broadway Hall
	(270) 789-5365	Men's Village

Office of Counseling Services 101 University Drive	(270) 789-5070
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Campus Security 101 University Drive	(270) 403-3611
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Regional Prevention Center	1-800-432-9237
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Office of Student Services 101 University Drive	(270) 789-5005
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Office of Human Resources Administration Building	(270) 789-5016
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Community Resources:

Adanta Clinical Services 3020 Old Lebanon Road Campbellsville KY, 42718	(270) 465-7424
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Alcohol Abuse Accredited 1-800-274-2042
24-Hour Helpline and Treatment

Lincoln Trail Hospital 1-800-274-7474
3909 S. Wilson Road
Radcliff, KY 40160

*AA
The Haven Club
Campbellsville, KY 42718

T.J. Sampson Health Columbia (270) 384-4753
901 Westlake Dr.
Columbia, KY 42728

*A complete list of meetings is available in the Office of Counseling Services.

ACADEMIC POLICIES

Undergraduate Student Attendance Policy

Students are required to attend all class meetings of courses for which they are registered. Students are responsible for meeting all the course requirements and properly addressing the content of courses for which they are registered.

If a student finds it necessary to miss a class, it is the student's responsibility to:

1. Contact the course instructor before the absence, if possible.
2. Make arrangements with the course instructor for missed work.
3. Provide the course instructor with appropriate documentation and verification of the need or reason(s) for the absence.

The needs or reasons for absences may include ONLY the following:

1. Illness – a specific debilitating ailment that significantly impairs the student's ability to carry on any activities other than those of recuperation.
2. Unavoidable Personal Emergency – a situation that presents an unresolvable conflict with class attendance due to severe and unusual demands placed upon the student by circumstances beyond his or her control.
3. Participation in a University-Sponsored Event – a situation that presents an unresolvable conflict with class attendance due to the student's required participation in a University-sponsored event as approved by the Vice President for Academic Affairs (VPAA). Arrangements for missed work due to absences of this type must be made prior to the absence.

Should the student miss class FOR THE ABOVE STATED REASONS ONLY, and proper prior arrangements have been made, instructors will follow their policy for missed work, as stated in the course syllabus. HOWEVER, course instructors are not required to repeat lectures, lab experiments, music rehearsals or other class or components of classes for which making up missed work may be impractical or infeasible.

When a student is absent for any other reason, the student must refer to the course syllabus, where specific policies and grade penalties will be recorded.

If, for any reason, a student is absent from class the number of times that the class meets in two weeks during a semester, or an equivalent amount of time during term courses and other academic sessions, **the course instructor must notify the Director of Academic Support. The Director of Academic Support will send a written warning of attendance deficiency to the student,** the student's advisor, coach, director or other person(s) responsible for any school organization providing the student with a performance grant, or for which the student must maintain intercollegiate competitive eligibility.

Absence Warnings

If the class meets one time per week, a warning will be given after two absences per semester.

If the class meets two times per week, a warning will be given after four absences per semester.
If the class meets three times per week, a warning will be given after six absences per semester.

The above applies to 16-week terms.

For all other classes, a warning will be given after 12.5% of the total number of scheduled class meetings per semester (or equivalent) have been missed, during term courses or academic sessions.

If, for any reason, a student is absent from class the number of times that the class meets in four weeks during a semester, or an equivalent amount of time during term courses and other academic sessions, the course instructor must notify the Director of Academic Support who will initiate the withdrawal of the student from the class with a grade of WA (Withdrawn-Absenteeism). A grade of WA will earn zero quality points, as calculated for GPA purposes. Students for whom withdrawal from a course is initiated by the Director of Academic Support will be allowed to withdraw from said course with a grade of W if the action is taken by both parties within the normal withdrawal time period.

Withdrawal From Class Due to Excessive Absence

If the class meets one time per week, a student will be administratively withdrawn after four absences per semester.

If the class meets two times per week, a student will be administratively withdrawn after eight absences per semester.

If the class meets three times per week, a student will be administratively withdrawn after twelve absences per semester.

The above applies to 16-week terms.

For all other classes, a warning will be given after 25% of the total number of scheduled class meetings per semester (or equivalent) during term courses and other academic sessions.

The attendance policy for ENG 090, ENG 110, GS 101, GS 110, MTH 099 and MTH 100 is more rigorous than for other courses. See your course syllabus for details of the attendance policy. The Grade Appeal Process in the University Bulletin/Catalog addresses students' rights relative to this policy.

Withdrawal Procedure

A student who leaves unofficially, that is without permission from the Vice President for Academic Affairs and the completion of the official withdrawal form, forfeits all rights to any reduction of his account, and receives "F" grades in all courses.

In order for a student to drop a class, she or he must initiate the process by obtaining a Schedule Change Form from the Office of the Registrar. The form must be submitted to the Vice President for Academic Affairs by the student withdrawing. After the second week through the 12th week of the semester, a "W" will be placed on his or her permanent record. After 75% of the term, the student may not withdraw from the class and must receive a grade.

Any claims for refunds and honorable dismissal will be based on the date the withdrawal form is presented to and approved by the Vice President for Academic Affairs.

Campbellsville University's Online Course Attendance Policy; Bi-term; and 8 week terms:

Online students must participate weekly as defined by the professor in the syllabus. After 1 week (12.5%, 1/8 of the scheduled classes) without contact, the student will be issued an official warning. After the second week (25%, 1/4 of the scheduled class) without contact, the student will fail the course and a WA will be recorded.

For full semester (16 weeks):

Online students must participate weekly as defined by the professor in the syllabus. After the 2nd week (12.5%, 1/8 of the scheduled classes) without contact, the student will be issued an official warning. After the 4th week (25%, 1/4 of the scheduled class) without contact, the student will fail the course and a WA will be recorded.

For summer and other terms

If a student fails to participate for 1/8 of the assigned meeting times, they will be issued an official warning. After missing 1/4 of the class sessions, the student will fail the course and a WA will be recorded.

Campbellsville University's English as a Second Language Institute (ESL) Attendance Policy

The ESL Institute attendance policy is more rigorous than for undergraduate courses. The ESL Attendance Policies are documented in the ESL course syllabus for each course.

Campbellsville University's Regional Centers Attendance Policy (8 week terms)

A student is required to attend all class meetings for his/her scheduled courses. CU Regional Centers attendance policy regarding missed classes will be strictly followed. Thus, a student who misses 25% of classes (in an eight-week course), who has not officially withdrawn (according to the withdrawal policy), will receive a WA and will be financially responsible for the full course tuition. A student will receive a written absence warning after the first absence for a course.

Snow Schedule

In case of extreme snow or hazardous road conditions, classes may be canceled or delayed. (Note: Regional Centers may operate on a different schedule due to weather conditions).

In the event of cancellation or delay, Campbellsville University will alert local and area radio and television stations, including the following: Campbellsville (88.7 The Tiger and on WLCU TV), Greensburg, Lebanon, Columbia (WHVE), Liberty, Russell Springs, Jamestown, Elizabethtown (WQXE), Bowling Green (WKYU-FM), and Louisville (WHAS) and TV stations WHAS-11, WLKY-32, WDRB/Fox 41 and WAVE-3 Louisville, WLEX, WKYT, WTVQ and WDKY Lexington, and WBKO in Bowling Green.

Cancellation and weather delays will be posted on Campbellsville University's website at www.campbellsville.edu. Campbellsville University's Comcast Cable Channel 22 and 88.7 The Tiger will also have snow schedule announcements.

Separate announcements will be made for evening classes.

Students are urged to exercise prudence and good judgment in travel when such hazards may exist.

Campbellsville University's Louisville Education Center Severe Weather Policy:

On a day when the weather is severe, or there is a threat of severe weather, a decision will be made **no later than 3 p.m.** Because of the nature of accelerated classes, classes are not canceled unless absolutely necessary. If classes are canceled, that notice will be sent out to CU email accounts only and will be announced on the following local television stations: **WAVE-3, WDRB/Fox 41, WLKY-32 and WHAS-11.**

NOTE: *The decision on the part of Jefferson County Public Schools to alter their schedule does not affect classes at CU Louisville.*

Please do not confuse announcements for the main campus. Be sure to listen for the "Louisville Center" of Campbellsville University or "Campbellsville University Louisville."

NOTE: Decisions about the main campus in Campbellsville **do not always affect decisions** about regional centers. Please check with the appropriate regional center director concerning class cancellation.

- Louisville Education Center, Louisville (502) 753-0264
- Brockman Education Center, Hodgenville (270) 789-5036
- Noe Education Center, Somerset (606) 451-8474
- Conover Education Center, Harrodsburg (859) 605-1389
- Casey County Education Center, Liberty (606) 448-6150

Extracurricular Activities When On Academic Probation

No student on academic probation may participate in any on-campus activity or any off-campus trip involving a club or organization, whether with or without academic credit, nor represent the University in

any activity that requires him/her to miss a meeting of/or interferes in any way with a class for a course in which he/she is enrolled. The sponsor of any activity shall have the responsibility of enforcing the rule.

Chapel/Convocation Series

The Chapel/Convocation Series is designed to provide opportunities for corporate worship and/or exposure to a variety of informative speakers and presentations. Chapel meets weekly on Wednesdays at 10 a.m. in the Ransdell Chapel. Chapel speakers will typically be guests of the university but sometimes will come from within the university family itself. Emergencies or special circumstances might necessitate changes in the schedule, at the discretion of the chapel/convocation committee.

The convocation portion of this series is comprised of several events submitted by various academic and administrative areas, all of which are approved by the chapel/convocation committee. These events may occur at various days, times, and places on campus. At all Chapel/Convocation Series events it is expected that students will display courteous and respectful behavior. Any who show disrespectful behavior during a program will not receive credit for that event.

A published chapel/convocation program brochure is available, and a complete listing of Wednesday chapel programs and semester chapel/convocation programs will be distributed to every student at the beginning of each semester. The full listing of Chapel/Convocation Series is also available on the university's website. ID scanning will be available at the end of every chapel event. For those events utilizing tickets, they must be turned in to designated collectors immediately following the respective event. Only one chapel/convocation credit will be granted for those events with multiple presentations (i.e. campus revival or CU theater productions).

Attendance requirements for students are governed by the following:

One full-time semester	8 convocations
Two full-time semesters	8 convocations
Three full-time semesters	16 convocations
Four full-time semesters	24 convocations
Five full-time semesters	32 convocations
Six full-time semesters	40 convocations
Seven or more full-time semesters	48 convocations

The number of full-time semesters refers to the full-time semesters remaining in the student's degree program at the time of first enrollment at Campbellsville University (that is, the minimum full-time semesters needed to complete degree requirements).

Chapel/convocation attendance is cumulative. The student receives credit for every program attended. While there is no minimum number required any given semester, it is suggested that students make chapel/convocation attendance a regular part of a week's schedule.

The total number of chapel/convocations for which the student has received credit to date is updated on TigerNet on a regular basis. In addition, the student's current total can be checked at any time in the Office of Academic Affairs, AD 11.

Chapel/convocation from past semesters can be made up by attending extra convocations in the current semester. The student may also make a written appeal to the Office of Academic Affairs regarding options for the makeup of chapel/convocation credit.

THE CENTER FOR GLOBAL ENGAGEMENT

The Center for Global Engagement (CGE) is the campus home of international student services and global engagement opportunities for all students at Campbellsville University (CU).

CGE works to serve Campbellsville University's (CU) global needs by:

- honoring the CU Christian mission
- meeting international student needs

- providing opportunities for international students to form communities and find belonging
- facilitating the development of international student support systems across campus and in the local community
- fostering CU students' personal and intercultural growth
- and providing opportunities for students to engage in cultural exchange and build intercultural competency

CGE provides the student body with activities and events including International Week and the International Fair, cultural excursions, and a variety of on-campus events. CGE encourages all CU students to share their cultural traditions and engage in intercultural opportunities on campus and in the community.

Services provided by CGE include International Student Orientation, airport shuttles at the beginning and end of each semester, weekly shuttles to local stores, driver's license and Social Security assistance, and the opportunity for international students to store their belongings over the summer.

CGE also houses Designated School Officials (DSOs) who help regulate and maintain immigration information for international students and work to assist with their unique needs. Campbellsville University is authorized by federal law to enroll non-immigrant, international students in certificate/undergraduate and graduate programs. These degree programs are completed in conjunction with CU's English as a Second Language (ESL) Institute, Intensive English Immersion Program (I.E.I.P), or Summer Education Excursions, that adhere to all requirements and regulations from CU and the Department of Homeland Security.

MONTGOMERY LIBRARY

faculty, and staff, including access to books, e-books, and electronic journals. The library building houses physical resources, study areas, library offices, and the Cheatham Center for Teaching and Learning. The front of the building is dedicated to the Bright-Redmon Commons, which includes a computer lab and the Books n Beans snack bar. Information for Montgomery Library-Campbellsville is posted on the library web page at <http://www.campbellsville.edu/academics/academic-affairs/montgomery-library/>.

Library Collections

Montgomery Library collections contain hundreds of thousands of physical and electronic items for students to use when completing assignments, projects, and research papers. These resources include physical and electronic books, as well as full-text electronic journal articles. Our online catalog, used for locating books and other physical library resources, is found under the Catalog link on the Montgomery Library web page at www.campbellsville.edu/library. CU Search, also found on the library web page, is our finding tool that searches nearly all of the library's online resources, including e-journals and e-books. Students authenticate for access to online library resources with their TigerNet/Moodle credentials.

Special Collections

The Music Library, located in the basement, contains musical scores, music reference books, and music periodicals. Art books, periodicals, and art reference materials are also shelved in this room.

The Children's Collection, containing fiction and nonfiction, is housed on the main floor of Montgomery Library.

The A.B. Colvin Baptist Collection and Archive Room contains specialized materials such as books, personal papers, photographs and more. Archive collections include the Baptist Collection, University Archives, The Ron Lewis Papers, and the Beulah Campbell Collection.

Establishing Your Library Account

A library account will be set up for you by library staff upon your initial visit.

Circulation Policies

For circulating books, undergraduates have a loan period of 14 days. Graduate students have a loan period of 28 days. There is an overdue fine of \$.10 per day for each book. Special formats, such as videos, may have loan periods of seven days and higher fine rates of \$1 per day. Unpaid library fines are transferred to the Office of Business Services and will appear on your student account.

Reserves

Reserves are items that instructors place at the library Circulation Desk for students to borrow, giving the class equal access to the materials. Reserve loan periods are set by the instructor. Reserve fines are generally \$1 per hour, depending on the loan period. Only faculty members may initiate reserves.

Wireless Access

Montgomery Library provides wireless access to the Internet on the main floor and in the basement.

Research Assistance

Students may walk in or make appointments for individual assistance from the library staff. The Montgomery Library web page features a chat box for students who wish to chat online with the library staff during library hours of operation. Library assistance is also provided via telephone, email, and video-conferencing. Use the Library Staff link on the library web page to obtain contact information. Library guides, online guides to research in many subject areas, are available on the library web page under the Library Guides link. Video tutorials are also available on the library web page.

Bright-Redmon Commons

The Bright-Redmon Commons is housed in the lobby and mezzanine of Montgomery Library. Here students can study, socialize, and purchase a selection of food and drink items. This area also contains a computer lab and study rooms. Attached to the Commons is a patio for the University community and guests to enjoy. Hours of operation for the Library and Commons are posted on the Montgomery Library web page.



Welcome to the BASC! The following services are available in the Badgett Academic Support Center to enhance your educational experience. These services are provided at no extra cost to the student.

Tutoring – Housed in the BASC is Campbellsville University’s tutoring program, which makes every effort to provide tutoring for any undergraduate class students may need assistance, including assistance with writing. Peer tutors are students who have previously completed the course with a “B” or better. To fill out a tutoring request, or to apply to serve as a tutor, complete the BASC tutoring form on TigerNet.

Tiffany Early – BASC 201 – (270) 789-5195

Sophomore Success Coach – The Sophomore Success coach provides support to sophomore students throughout the second year.

Tiffany Early – BASC 201 – (270) 789-5195

Advising – All academic advising by faculty is coordinated through the Office of Academic Support. New students are assigned an academic advisor to assist them in selecting classes each semester that are appropriate for completing their selected degree program.

Kevin Propes – BASC 202 – (270) 789-5064

Disability Services – Helping remove barriers is the goal of Disability Services. Students who have a documented physical, psychological, emotional, and/or learning disability can work with Disability Services to receive necessary accommodations. Students who want to inquire about required documentation and possible accommodations may contact the office of Disability Services.

Savanna Henderson – BASC 212 – (270) 789-5450

First-Year Success Coaches – First-Year Success Coaches are assigned to each new student based on their choice of major. The success coaches are designed to assist new students in their transition to college and to provide support to new students throughout the first year. Success coaches will also help new students to connect with faculty members, academic clubs, and activities. Students are encouraged to contact their success coach with any question or need they have as they transition to college and throughout the first year.

Jess McGuffin – BASC 204 – (270) 789-5370
Hunter Underwood – BASC 206 – (270) 789-5382
Amy Egbert – BASC 208 – (270) 789-5438
Anne Blevins – BASC 210 – (270) 789-5371

Introductory Studies/Early Alert Coordinator – Introductory Studies is designed to provide academic advising to students taking developmental coursework and to facilitate services to accommodate their learning needs. Introductory Studies courses are designed to ease the transition into university level mathematics, English, and success skills. Also included is the coordination of the university's early alert program to identify students in need of support.

Sarah Begley – BASC 222 – (270) 789-5381

Study Area and Study Rooms – A large open area is available in the BASC for students to use for individual study as well as space for group study sessions. In addition to the open study area, there are four private study rooms. The study rooms are available on a walk-in basis, and these rooms can also be reserved. The study area and study rooms are available Monday-Thursday from 8 a.m. until midnight, Friday from 8 a.m. until 5 p.m., and Saturday-Sunday from 1 p.m. until Midnight.

Computer Lab and Laptop Computers – A computer lab is available in the BASC including free printing services. The computer lab is open the same hours as the study area and study rooms. Additionally, there are laptop computers that can be checked-out and used anywhere within the BASC building.

OFFICE OF CAREER SERVICES

The mission of the Campbellsville University Career Services is to support and equip students and recent alumni with tools for effective decision making, goal setting and personal development. We provide students the resources for career exploration and professional development success. We also connect the students and recent graduates with employers and career opportunities to help them be successful in the professional job search and career building process.

Career Exploration (primarily for Freshmen and Sophomores)

- In collaboration with the academic success department, their advisors, freshmen coaches and sophomore coaches, Career Services strives to assist students in discovering their passion through career interest assessments as well as individual appointments/advising sessions and group career development workshops. Some online resources include My Plan, Pathways U, and Department of Labor Statistics which offers a multitude of information on careers, employment trends, high demand jobs based on demographics, etc.
- Career Services hosts Exploring Majors' fairs two times yearly which allow students to connect with faculty of all disciplines in one central location and gather information on specific majors and the career fields that align with those majors.
- Career services provides valuable resources regarding volunteer service experience and internship experience and connect students with employers that are willing and able to offer valuable work experience necessary to be competitive with nationwide college graduates seeking entry level jobs.

Career Connections--Networking and Job Search (primarily for Juniors, Seniors, Grads)

- Career Services offers a full range of career workshops for students at all levels
 - Resume Preparation, Interview Skills, Professionalism in the Workplace, Job Search Techniques, Networking at Job Fairs/Expos, Graduate School Fairs and others.
- Career Services offers individual career advising appointments, group sessions or classroom talks.
- Host Career and Internship Fairs on campus, in larger cities and virtually-- allowing students and soon to be grads an opportunity for connecting with employers in a wide variety of career fields.
- Continually grow and maintain professional relationships between with a variety of employers, companies and agencies on a broadscale basis—often grown through our fine faculty connections, deans and chairs.
- Offer/host events such as the Professional Dining Etiquette program —twice yearly allowing students to be coached on the art of formal dining, whether it be that all important business interview over lunch or a required company dinner where poise and professionalism can make the difference in your career advancement.

- Career Services offers employers a chance to meet speak to students, conduct mock interviews and even provide locations for actual interview for internships and/or entry level jobs.
- Provide free online Job Listings- through our in-house job postings board , through Handshake and other job search platforms.
- Career Services conducts First Destination/Employment/grad school surveys to track the success of our graduates for up to one year after respective official graduation confirmations.
- Works jointly with Alumni Affairs to secure career mentors in related fields.

Location: Career Services is the Virginia Flanagan Technology Training Center Building, Rm 201. Office number is 270-789-5192.

Website: <https://www.campbellsville.edu/campus-life/student-services/career-services/>

Career Services staff: Teresa Elmore, Director of Career Services telmore@campbellsville.edu and Rachael Mattingly, Career Services Coordinator rwmattingly@campbellsville.edu

STUDENT ACCOUNTS OFFICE

The Student Accounts Office is located on the main floor of the Administration Building in Room 15. The goal of the Student Accounts Office is to assist, serve and support the students at Campbellsville University by offering a number of functions that will help aid students and their families in managing their student accounts.

PAYMENT POLICY

Obligation

Registration constitutes a financial contract between students and the university. Students' right to university services and benefits is contingent upon their making all payments as agreed upon. If students do not make payments of amounts owed to the University when they become due, the University has the right to cancel students' registration; to withhold their grades, transcripts, diplomas, scholastic certificates, and degrees; to prohibit registration in future semesters or terms.

Time of Payment

In order for a student's registration to be complete, students must either pay all tuition and fees in full or enroll in a monthly payment plan with Campbellsville University by the following dates:

Fall Semester	August 1
Spring Semester	December 15
All other Terms	First day of class of the term

Students whose financial aid is insufficient to pay all registration charges, or who applied too late to be approved prior to registration, must pay their balances in full or be enrolled in a monthly payment plan. All student account balances not paid or enrolled in a payment plan by the due date will be automatically enrolled in a four-month payment plan and a \$50 enrollment fee will be charged to the student account.

Form of Payment

The university accepts payments in cash, personal check, money order, e-checks, credit cards (MasterCard, Visa, American Express, and Discover) and wire transfers.

A 2.75% convenience fee will be assessed on each student account transaction made with a debit or credit card. The convenience fee for international credit cards is 4.25%. All debit or credit card payments must be made through TigerNet and will not be accepted by phone or in person at any Campbellsville University location.

Cash payments must be made in person at the Cashier Office located on the main floor of the Administration Building Room 15. Checks may be mailed to: Campbellsville University, 1 University Drive, UPO 783, Campbellsville, KY 42718. University ID must be included on all checks and money orders to ensure they are credited to the appropriate account.

CASHIER'S OFFICE HOURS: Monday through Friday, 11 a.m. – 3 p.m.

Returned Checks

If checks are returned by students' banks for any reason, the payments are considered not made and a \$30 fee will be charged to their student accounts.

Prior Balances

Students are required to pay any outstanding balance due from the previous term. Students must have a “zero balance” before they will be permitted to register for a new term, view current semester grades, or receive an official or unofficial transcript.

WITHDRAWAL AND REFUND POLICY

The completion of registration contractually obligates the student and his/her benefactor(s) to pay all his/her tuition and fees for the entire semester. However, the University has established a withdrawal and refund policy to accommodate the need for a student to withdraw.

When a student completely withdraws from the university, he/she must complete an Official Withdrawal Form obtained from the Office of Academic Affairs. The withdrawal form should be completed and signed by each office indicated on the form, then signed by the student and returned to the Office of Academic Affairs. Students who fail to officially withdraw, forfeit all rights to a tuition refund.

INSTITUTIONAL REFUND POLICY

Tuition and room/board refunds are calculated on the basis of the student’s official withdrawal date. The official withdrawal date is the last day of class attendance. **Fees are not refundable.** Room & Board is refunded 100% the first week only. Thereafter, refunds are prorated based on the number of days/weeks the dorm is occupied by the student through week five. Once the withdrawal period is over, any student who withdraws from the University will be held responsible for tuition, fees and room/board charges in full. Please investigate the financial effects of withdrawal before you make a decision.

Tuition charges are refundable according to the following schedule:

Tuition Refund Table					
Withdrawing during this day/week of the term:	Number of Weeks in Term				
	16	8	4	3	2
	Percentage of Tuition Refund				
3rd Day of Class			100%	100%	100%
1st Week	100%	100%	60%	40%	20%
2nd Week	80%	60%	40%	20%	0%
3rd Week	60%	40%	0%	0%	0%
4th Week	40%	20%	0%	0%	0%
5 th Week	20%	0%	0%	0%	0%
Thereafter	0%	0%	0%	0%	0%

A student’s withdrawal may require that part or all of his/her financial aid be repaid. All financial aid that is **not** federally funded Title IV aid will be refunded at the same percentage as tuition and room/board charges.

All federally funded Title IV financial aid programs are administered according to specific program guidelines and regulations. A student’s eligibility for future federal financial aid can be adversely affected by dropping classes and withdrawing from the University **after** financial aid funds have been disbursed based upon a particular enrollment status. This is particularly true for the grant programs which have limitations placed upon the number of semesters a student can receive aid. The federal refund policy guidelines can be found in the Federal Student Financial Aid Handbook located in the Office of Financial Aid.

Students should also be aware of the effect that altering their enrollment status may have on their measurable “satisfactory academic progress” status. *All students receiving financial aid are advised to seek academic counseling and financial aid advisement before deciding to change their enrollment status.* The

satisfactory academic progress policy can be found on the Campbellsville University website under Financial Aid.

Dropped Class Policy

There will be *no partial refunds* for dropped classes. Students who drop individual classes before the published last day to register, “census date,” will receive no grade and a full refund. Classes dropped after this date will receive a grade and no refund. Adding a second eight-week course even after dropping a class may result in additional tuition charges. When a student drops all his/her classes, he/she is considered withdrawn and must submit a withdrawal form in order for the withdrawal and refund policy to be applied.

Add Class Policy

Courses added after the census date of each term will increase the current credit hour load and may result in additional charges. Students must have approval from their academic advisor to add a class, and a Student Schedule Change Form must be filed in the Registrar’s Office for any class added after the census date.

TUITION AND FEE RATES

Tuition and fee rates can vary based on student program, instructional method or campus location. Tuition and fees are subject to change. Changes become effective on the date of enactment. Information about costs associated with Campbellsville University can be found on the Tuition and Fees page in TigerNet.

REGISTRAR’S OFFICE

Transcript Request

Federal law requires a written release for your transcript. The Family Education Rights and Privacy Act, 1974 (FERPA) is a federal law that requires written permission from the student to release a transcript. Transcript requests can be faxed, mailed or brought to the Registrar’s Office. There is a transcript request form available on our website, www.campbellsville.edu. Transcripts cost \$10.00 for each one requested. Transcripts can also be sent electronically through the National Student Clearinghouse. To access the NSC, visit www.campbellsville.edu and click on the transcript link located at the top of the first page. Transcripts requested through the National Student Clearinghouse cost \$10 to be mailed and \$10 to be sent electronically.

The Registrar’s Office is located in the Administration Building, Room 18. The phone number is 270-789-5233 and the fax number is 270-789-5362. Transcripts cannot be released if you have an outstanding obligation, whether it is monetary, property, academic or non-academic to the University. Transcripts cannot be faxed or emailed from Registrar’s office.

Visiting Student Forms

A Visiting Student Authorization Form must be submitted for each course you plan to take at another university and have transferred to Campbellsville University. The form is available in the office or on TigerNet. The visiting student form must be approved by the student’s advisor before submitting to the Registrar’s Office. Once it has been approved, a letter of good standing will be mailed to the visiting university for you.

FINANCIAL AID INFORMATION

The Office of Financial Aid handles the awarding of all scholarships, grants, loans, and student employment. Office hours are Monday-Friday, 8 a.m.–5 p.m., except for University approved holidays. The office is located in the Administration Building Room 17. You may contact the office by calling (270) 789-5013 or email finaid@campbellsville.edu.

Questions regarding Federal Work-Study and University Work-Ship should be directed to the Office of Financial Aid. Questions regarding student accounts and billing should be directed to the Office of Student Accounts.

At Campbellsville University, the actual amount of the financial aid award is determined by the student’s financial need. “Need” is defined as the “cost of attendance” minus the “expected family contribution.”

Students are required to maintain satisfactory academic progress to maintain financial aid eligibility.

Applying for Financial Aid

1. Submit an Application for Admission (new students) and the Free Application for Federal Student Aid (FAFSA). The FAFSA must be completed and processed before eligibility for financial aid can be determined. The priority date for filing FAFSA is as soon after October 1st as possible. Accepted applicants will be awarded financial aid based on financial need and the availability of funds.
2. Returning students are required to complete the FAFSA each year to receive federal and state financial aid. The Office of Financial Aid can assist in completing the FAFSA
3. Upon completion of the FAFSA, students may be required to provide supporting documentation such as tax forms for their parents and/or student depending upon dependency status.
4. If selected for verification, students must complete the process before financial aid can be disbursed.

Student Employment

The employment opportunities at Campbellsville includes Federal Work-Study and University Work-Ship.

Federal work-study is a federally subsidized program in which wage costs are shared by the federal government and the University. Students may be employed by the University, government agencies or private, non-profit organizations working in community service jobs. Because it is federally funded, Federal Work-Study must adhere to strict regulations enacted by Congress and enforced by the U.S. Department of Education.

University Work-Ship is funded entirely by the University. Work-ship is awarded to students who are not eligible for federal work-study. Students should check with the Office of Financial Aid to determine eligibility for work-ship. The Office of Financial Aid will provide a list of jobs available each year. Work-ship students must adhere to institutional policies and procedures.

For questions regarding your eligibility for work-study/work-ship or your current position, call (270) 789-5013.

Satisfactory Academic Progress to Maintain Financial Aid Eligibility

Satisfactory Academic Progress Policy (Undergraduate)

Federal regulations require that all students who receive any federal or state financial assistance make measurable academic progress toward a degree at Campbellsville University. Progress is determined quantitatively (hours attempted versus hours earned and time frame) and qualitatively (GPA). Progress is monitored after each term.

Most post-baccalaureate students and those seeking a second undergraduate degree or certificate should be aware that assessment of their satisfactory academic progress status will be based on criteria established for undergraduate students. Those students readmitted to Campbellsville will be evaluated for SAP upon registering for classes. Please refer to the information below for the correct calculation for your program.

Enrollment

A minimum standard for full-time enrollment at the undergraduate level is 12 credit hours per semester. A minimum standard for part-time enrollment (at least half time) at the undergraduate level is six credit hours per semester.

Quantitative

The maximum time frame in which a student must complete his or her degree cannot exceed more than 150% of the published length of the student's major. All undergraduate majors at Campbellsville require a minimum of 120 hours to complete the degree. Campbellsville undergraduate students can therefore attempt up to 180 hours and still be eligible for aid. Once 180 hours are exceeded, eligibility for aid would be suspended. All semesters and credit hours attempted are used toward the maximum time frame allowance regardless of whether the student received financial aid. All repeated courses, failed courses, withdrawals, courses taken from a change of major and transferred hours will count as credit hours attempted toward the maximum time frame.

To complete the necessary number of credit hours to complete a degree at Campbellsville at an acceptable rate, students must complete two thirds (2/3) of all hours attempted. All earned hours will be divided by the attempted hours for previous coursework at other institutions and at Campbellsville University. If the percentage rate is not above 67% the student will receive a warning for the first term. A denial notice will be given and aid eligibility will be suspended if the student does not meet the requirements following the completion of the next term. The percentage passing rate will not be rounded. Grades of W, I, and F and transfer hours are counted as attempted hours; however, grades of W, I, and F will NOT be counted as earned hours. Retaking courses will add to the attempted total but will count only once as an earned credit.

Example:

Fall Hours Attempted	Spring Hours Attempted	Total Hours Attempted	Hours Student Must Earn
12	12	24 x .67 (2/3)	16
9	9	18 x .67 (2/3)	12
6	6	12 x .67 (2/3)	8

Qualitative

The minimum acceptable grade point average for undergraduate students is 2.00 after two years (four semesters).

Notification of Results

Students who do not meet the Satisfactory Academic Progress requirements will be notified via email at the completion of the semester.

HOW TO REGAIN ELIGIBILITY

Quantitative-Maximum Time Frame

To regain eligibility, you must graduate and advance to a new career level (UG to GR)

Quantitative-Hours Attempted vs. Hours Earned

To regain eligibility, take courses at your own expense in a subsequent term or terms and meet the standards according to the cumulative credit hours' completion ratio outlined above under the heading **Quantitative**. Once you have taken the courses and earned passing grades, you will need to notify the Office of Financial Aid to complete a clearance form.

GPA

To regain eligibility, complete courses at your own expenses at Campbellsville and raise your cumulative GPA to the acceptable standard. Once you have completed the courses and raised your GPA, you will need to notify the Office of Financial Aid to complete clearance.

Right to Appeal

If there were extenuating circumstances (injury, illness, death of a relative) that prevented you from meeting the standards of our Satisfactory Academic Progress Policy, then you have a right to file an appeal with the Committee for Financial Aid Appeals. In this appeal you must explain the following items: 1.) The reason why you did not meet Satisfactory Academic Progress and 2.) What has changed now that will allow you to make satisfactory academic progress at the next evaluation.

If your appeal is approved, you will be placed on probation for one term, and after the probationary period, you must be making satisfactory academic progress or successfully following the Academic Success Plan that was submitted. You will be notified via email with the results of your appeal.

UNIVERSITY POSTAL SERVICE

Campbellsville University Post Office is located in the E Bruce Heilman Student Complex. Our hours are Monday thru Friday from 8:00 am to 5:00 pm (EST). Occasionally the Post Office may be closed from 2:30 pm until 3:15 pm to take outgoing mail to the Campbellsville United States Post Office.

The mailroom staff would like to welcome you to Campbellsville University. Our office sells stamps and can help students with most postal needs. In addition to United States Postal Service, we offer FedEx Ground, FedEx Express and UPS services for students, faculty, and staff. At this time, we do not accept

debit or credit cards. Please do not place outgoing mail in your student mailbox. Students can drop off outgoing mail at the mailroom window, or place it in the mail slots, which are located in the wall across from the Starbucks kiosk.

University mailboxes are free for students. However, if the mailbox holder loses the key there is a \$50.00 lock replacement fee charged to their student account. Students will use the same mailbox each year and should not turn in their keys unless they will not be returning the following semester. **Please turn in your mailbox keys at the mailroom if graduating, transferring, or withdrawing, failure to do so will result in lock replacement fees.** To close your mailbox after normal business hours please use the following link <https://tigernet.campbellsville.edu>, click on the post office link, use the Post Office Change of Address Form and follow the directions to turn in the key.

If you need to mail packages to campus prior to your arrival please put your first name, last name and id number along with the address 1 University Drive, Campbellsville, Ky 42718. Be sure to bring a student id (preferred) or picture id to claim packages.

Students are responsible for the information placed in their campus mailbox by faculty, staff, and coaches. Mailboxes need to be checked on a regular and frequent basis. **Please check and empty your mailbox monthly during the Fall and Spring semesters.** All incoming mail and packages should have your name (first and last) and mailbox number as shown below. If it is necessary to ship items to the University before you receive your mailbox assignment please use your student id number in place of your mailbox number. Mail and packages that are not addressed properly require additional steps that slow down the mail-room process.

Student's First and Last Name

1 University Drive # (Your Mail Box Number)

Campbellsville, KY 42718-2190

Mail Box Assignment

Please bring your student id card to the post office to pick up mailbox keys. After picking up your keys and receiving your mailbox or UPO number please sign in to TigerNet, look for the Post-office link under "Welcome to TigerNet!" on the left-hand side of the page. Here you will complete the online mailbox registration form. Mail and package notifications will not be placed in your mail box until you complete the online registration.

Package Pickup

Packages that have tracking service or are too large for your mailbox will need to be picked up at the post office window. You will receive an email from Pitney Bowes to your student email alerting you that you have a package to pick up. Please bring the package pickup slip, "**Green Slip**", that will be placed in your mailbox. Also, you will need to bring your student ID to the mailroom window. The mailroom window is open Monday through Friday, 8am to 5pm. **All students must present a picture ID to pick up a package.** Your student ID is preferred but you can use a driver's license or passport as well. One of these three are mandatory to pick up packages.

Mail Delivery

Incoming mail is placed in student mailboxes Monday through Friday. On-campus mail is distributed to mailboxes throughout the day as time permits. Packages and or mail are not delivered to the university on Saturdays and Sundays. Students are asked to empty their mailboxes once a month during the Fall or Spring semesters. This is not a requirement during winter or summer breaks.

Students are responsible for bringing their key to retrieve mail and package notifications from their mailboxes. Work-studies are not allowed to take mail out of mailboxes to hand over the counter to students. In case of an emergency the Postmaster may make an exception.

Outgoing mail and packages

Outgoing mail and parcels are taken to the local United States Post Office each afternoon at 2:30. Outgoing mail, that must be weighed or have special services, needs to be at the University Mailroom no later than 2:00 pm. When shipping internationally please allow extra time for completion of customs forms and bring a complete list of the items that you are mailing along with country of manufacture and approximate value. UPS and FedEx pickup times vary; students may call for additional information. Outgoing mail that is placed in mail slots must have proper postage affixed and should have a return address. Mail without

postage or with insufficient postage, will be placed back in the sender's campus box. **Note: Postage is not required for on-campus mail.**

Mail Forwarding

Mail forwarding service is available for students during Summer and Christmas break. The university will also forward mail for up to a year after a student closes their box. You must fill out a form at the university mailroom or submit the information via TigerNet. Free forwarding is available only for USPS 1st Class mail or higher and only within the United States. Forwarding is not available for FedEx, UPS packages, or to an international address. Use the following link if you need to submit a forwarding address or close your mailbox after normal business hours <https://tigernet.campbellsville.edu>. Please click the post office link and use the "Post Office Change of Address Form".

Misconduct

Tampering with a mailbox or mail other than one's own is a criminal offense. Offenders will be subject to disciplinary action by the Judicial Council and/or local authorities and face possible fines and restitution costs.

Campbellsville University Mailroom

Telephone: (270) 789-5248

Email: arrussell@campbellsville.edu

Follow us on Instagram @campbellsvilleupostoffice

CAMPBELLSVILLE UNIVERSITY BARNES & NOBLE BOOKSTORE

The Barnes & Noble University Bookstore is in the E. Bruce Heilman Student Complex. The bookstore provides a complete selection of new and used textbooks, e-books and rentals, as well as school supplies, residence hall items, spirit clothing, gifts and convenience items.

The bookstore also serves all your graduation needs, from caps and gowns, to class rings and announcements.

Purchases may be made with cash, check (with valid ID), VISA, MasterCard, Discover or American Express and Barnes & Noble gift cards. Textbook purchases may be charged to student accounts when prearranged with Campbellsville University Office of Business Services, at the beginning of each semester.

Bookstore hours are Monday-Friday, 8 a.m. to 5 p.m. and on Saturdays for special occasions such as football games, graduation, preview days and special visitation days, etc. Summer hours are Monday-Friday, 8 a.m. to 4:30 p.m.

Textbook Information

Faculty are responsible for choosing textbooks and placing their order with the bookstore each semester. Every effort is made to have all books in the bookstore prior to the start of class. However, late orders and publisher back orders sometimes create unavoidable delays. Faculty orders determine the textbook edition.

Price Matching

The Bookstore price matches Amazon and bn.com. For any orders placed early, we will match those textbooks through the first week of classes.

- We price match the exact textbook, same edition and format, including all accompanying materials
- The title must be in stock on competitor's website or store at time of price match
- Online marketplaces and peer-to-peer pricing are ineligible
- Digital books, access codes and special orders are ineligible
- Rental terms must be the same
- One price match per title (i.e. multiple copies of the same title)

We price match textbooks only. An online marketplace is an e-commerce site where products or services are provided by multiple third parties, vendors, and shops, such as Amazon Marketplace and Barnes & Noble Marketplace. For any Rental textbooks, we will match our Rental Used price only. Titles listed on

Amazon that are not “rented by” or “sold by” Amazon are excluded, as are publisher websites and select local competitors. Additional memberships and discounts cannot be applied.

Book Return Policy

Textbooks may be returned under the following conditions:

- Returns are allowed for a specified length of time at the beginning of each term. Dates are posted in the bookstore and are normally the first week of each semester. Books purchased for summer term may be returned on the same day purchased.
- Returns **MUST BE** accompanied by the cash register receipt. **NO EXCEPTIONS!** The cash register receipt is proof of date purchased.
- New textbooks must be free of all markings. Do not write in a book until you are sure it is the correct one, and you need it. New books that are written in become used books and are refunded at wholesale price, providing they are returnable.
- Textbooks that are wrapped are not refundable if package is opened.
- Textbooks containing software are not refundable if software is opened.
- Refunds on paperbacks and other non-course books are made only on the day they are purchased. A receipt is required.

Gift items and sportswear may be returned within one week from date of purchase. The item must be in “as purchased” condition and accompanied by the cash register receipt and have tags still attached.

No refunds or exchanges are made on sale items, special order merchandise or study aids. The store manager reserves the right to make the decision on the condition or sale ability of merchandise. A store receipt is required on any refund or exchange. A canceled check or store sticker on the product does not constitute a receipt.

Book Buy Back

As a service to students, the bookstore provides Book Buy Back where students can sell their used textbooks year round. The following may affect the purchase or price:

1. If the book has been ordered for the next term by the faculty at Campbellsville University and is needed for the Bookstore’s stock, the bookstore will purchase the book for half of what the student paid, providing the book is in saleable condition.
2. If the book has not been ordered by the faculty, students are offered the wholesale price which varies from book to book. When a book is updated and a new edition published, the old edition, regretfully, in most cases has no cash value.

The Bookstore promotes moral and just behavior. Theft is dealt with as a criminal offense. Personnel make every effort to assist students who have been victims of book theft. A student should write his/her name and an identification number (such as student ID) on a page in the book. The page that has the last two numbers of the year you were born is a good choice. A student selling a book bearing another student’s name will be asked for an explanation and may be asked to sign a waiver. A student guilty of theft will be subject to University disciplinary action, fines and restitution.

The bookstore exists to be a service to students, faculty, staff, and coaches. We welcome your suggestions and comments and will serve you to the best of our ability.

UNIVERSITY VEHICLES

Anyone (faculty, staff or student) who will be responsible for driving a University vehicle during the academic year must be certified prior to using a vehicle. Certification is valid for the period Aug. 1 through July 31, and must be completed each year.

To be certified one must: be 20 years old or older, complete an online application, provide a copy of his/her driver’s license and successfully pass a driver’s license check. Disqualifying factors are: 1.) conviction for driving under the influence in the last three years; 2.) conviction for reckless driving in the last three years; 3.) two or more moving violations in the last three years; and 4.) one 6-point violation in the last year.

All driver applicants applying to drive 15-passenger vehicles must also complete the driver safety training online. Applicants under the age of 24 will be required to participate in a driving certification assessment with an instructor.

When the University is officially closed and/or classes canceled because of inclement weather, University vehicles may not be used for any trips, except in case of an emergency. Permission to travel in emergency situations may be granted by the President or the Vice President for Finance and Administration.

GUIDELINES FOR POSTING NOTICES

Bulletin boards are provided at prominent locations in each building for the display of posters, notices, signs, and brochures. Signs, notices, posters, etc. taped or thumb tacked to walls, woodwork, doors or windows are not permitted and will be removed. Violation of this rule by students, faculty, staff, coaches, or organizations may result in a fine or other disciplinary action.

COMPLIANCE WITH THE REHABILITATION ACT AND AMERICANS WITH DISABILITIES ACT

No qualified individual with a documented disability shall be excluded from participation in, denied benefits of, or otherwise subjected to discrimination in any of Campbellsville University's programs, courses, services and/or activities in compliance with the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. **Requests for reasonable accommodations in programs, courses, services and/or activities requires current (i.e. within three years) documentation of the disability after acceptance to the University and before registration.**

Campbellsville University is committed to reasonable accommodations for students who have documented learning and physical disabilities, as well as medical and emotional conditions. If you have a documented disability or condition of this nature, you may be eligible for disability services. Documentation must be current, in terms of assessment, from a licensed professional. Please contact the Coordinator of Disability Services at (270) 789-5450, disabilityservices@campbellsville.edu, or visit the BASC (Badgett Academic Support Center), Room 212 to inquire about services.

The Office of Disability Services provides reasonable accommodations to students with disabilities including, but not limited to Emotional Support Animals. For more information on the process and documentation requirements, please contact the Coordinator of Disability Services at disabilityservices@campbellsville.edu or (270) 789-5450.

DISABILITIES

According to the Americans with Disabilities Act, a person with a disability is one who:

- has a physical or mental impairment, which substantially limits a major life activity
- has a record of history of such impairment, or
- is regarded as having such an impairment.

VERIFICATION OF DISABILITY

The Coordinator of Disability Services will ask for current documentation (i.e. within three years) to verify the disability, and if appropriate, will determine reasonable accommodations for higher level education. Disability Services will work with instructors and Academic Support staff to facilitate and track accommodations and services.

No accommodation will be provided without documentation. In addition, Campbellsville University will be unable to provide accommodations in the classroom if the student does not give permission to notify faculty that accommodations are needed. Information regarding a student's disability is confidential. Information will not be released to anyone without the express written permission of the student.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The following policy is in accord with Kentucky Revised Statute 164.283, the Family Education Rights and Privacy Act of 1974, also known as the Buckley Amendment, and the regulations formulated by the U.S. Department of Education.

Campbellsville University provides eligible students or their parents, when applicable, with the opportunity to review the student's education records, to seek correction of information contained in these records and to limit disclosure from the records.

The University will release directory information to the public in response to a legitimate request unless the student files a written request with the Registrar's Office each year. This request must be on file within two weeks of the first day of classes and is valid for one year. Directory information is defined as student name, address, telephone number, date and place of birth, major fields of study, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, degrees and awards received and most recent educational institution attended.

The Privacy Act also prohibits the distribution of grades to parents or guardians without a student's prior written consent, or a statement of dependency from parent or guardian when the student is a dependent as defined under the Internal Revenue Code.

Student consent is **NOT** required to release records to the following:

1. School officials who have legitimate education interest.
2. Transfer of materials under court order or lawful subpoena.
3. Parents of dependent students as defined by IRS.
4. Directory information.

Campbellsville University does not discriminate on the basis of gender, race, or nationality or ethnic origin in admission, financial aid, student activities, employment or other policies.

Model Notifications of Rights under FERPA for Postsecondary Institutions

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

- (1) The right to inspect and review the student's education records within 45 days after the day the [Name of postsecondary institution ("School")] receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- (2) The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- (3) The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the [School] in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the [School] who performs an institutional service or function for which the school would otherwise

use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the [School].

[Optional] Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. [NOTE TO POSTSECONDARY INSTITUTION: FERPA requires a school to make a reasonable attempt to notify each student of these disclosures unless the school states in its annual notification that it intends to forward records on request.]

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

NOTE: In addition, a school may want to include its directory information public notice, as required by §99.37 of the regulations, with its annual notification of rights under FERPA.

Optional: See the list below of the disclosures that postsecondary institutions may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student –

- To other school officials, including teachers, within the [School] whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(I) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))

- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§99.31(a) (14))
- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a) (15))

VOTER REGISTRATION

Campbellsville University encourages students to inform themselves on the issues and candidates for public office and to register and vote in all elections. In an effort to reverse the national voter apathy, the National Voter Registration Act makes it possible for every member of the campus community to register to vote right on campus, where they work, or where they study. Information regarding voter registration and voter registration forms are available in the Taylor County Clerk’s Office, in the Taylor County Courthouse in Campbellsville, Ky. This information may also be reviewed at <http://www.taylor-county-clerk.com/index.htm>. Students from Kentucky may also secure voter registration and related election information from the office of the County Clerk in their home county, or from the website of the Kentucky State Board of Elections located at <http://elect.ky.gov/registrationinfo/infoguide.htm>. Students from other states, who choose to vote in their home state, may secure information on voter registration and elections by going to the website of the National Association of Secretaries of State at <http://www.nass.org/>.

CAMPBELLSVILLE UNIVERSITY COMPUTER RESOURCES

ACCEPTABLE USE POLICY

1.0 Overview

The purpose of this Policy is to ensure that information technology resources are used to promote the mission of the University. This policy aims to promote the use of information technology resources in an appropriate, ethical, and legal manner.

2.0 Policy Statement

The University provides students, faculty, staff, and coaches access to on-campus (including Main Campus, Louisville, Hodgenville, Harrodsburg, and Somerset Locations) wired or wireless networks. Information Technology equipment and networks are to be used to promote the mission of the University. It is the University’s intent to maintain the integrity of its Computer Network and Equipment by encouraging and enforcing high standards.

Student, faculty, staff, and coaches use of the University computer network, including internet service, is a privilege granted by the University, and is conditioned on the individual's compliance with all University policies and rules concerning use of its network. Use of the University network for email, internet, messaging, or any other purpose is not subject to expectation of privacy on the part of any user. All users of the network, as a condition of their use of the network, consent to the University monitoring their usage for misuse or for any other reason at the sole discretion of the University.

3.0 Scope

3.1 Individuals: This Policy applies to all individuals (students, faculty, staff, University volunteers, contractors, consultants and other members of the public) who use the University’s Network, Equipment, and/or Information Technology Resources (“Users”).

3.2 Resources: This Policy also applies to the University's Network and all other University Information Technology Resources; any other information technology resource made available to the University community through a University vendor-sourced network; and other electronic devices regardless of ownership when such device is actively using the University Network or is otherwise interfacing with a University Information Technology Resource. The physical location of any computer or other device is irrelevant to whether a violation of this Policy exists.

The use of information technology resources and/or network on privately owned computers that is not maintained by Campbellsville University *is subject to this policy*.

4.0 Use of Resources that is Not Acceptable

The following are specific prohibitions on the network and/or equipment use at Campbellsville University. This list is NOT exhaustive, but, is only offered as a reminder.

- (a) **COMMERCIAL USE:** Email and website use is only for personal or educational purposes. You may not use your account at Campbellsville University to sell or advertise commercial services or products. You may not use your email to send out mass mailings, initiate chain letters or propagate scams or hoaxes.
- (b) **COPYRIGHTED MATERIALS:** You may not place copyrighted material (e.g., text, images, programs, etc..) on your website or send such materials via email. Breaking this rule is a federal offense that could result in imprisonment. The only exception to this rule is if you have written permission from the copyright holder to disseminate the information via your website. For more detail please see the University's Peer-to-Peer File Sharing Policy.
- (c) **UNKIND COMMUNICATIONS:** You may not use your email or website to harass, attack, threaten or liable another person or organization. You can be sued for placing misleading or untrue information on a website. Also, due to the impersonal nature and speed of email, it is easier to get into verbal arguments, sometimes known as "flame mail." Please communicate with kindness and respect.
- (d) **INDECENCY:** Indecent materials are prohibited. Definition of indecent: obscene or not appropriate. This includes anything depicting sexually explicit behavior, including, but not limited to, nudity. Anything depicting violence, the use of drugs or alcohol. You should also avoid language or images that could be construed as racist, sexist or otherwise discriminatory.
- (e) **OVERUSE OF RESOURCES:** Websites that are getting an abnormally large number of hits or email accounts with an abnormal amount of traffic may be suspended temporarily in order to preserve system resources.
- (f) **IDENTITY:** You may not misrepresent your identity on either websites or email. Specifically, your website MUST clearly identify your true identity. You may NOT represent your views as being the official position of Campbellsville University.
- (g) **VIRUSES:** You may not purposefully distribute a computer virus via email or a website, even if that virus does not do any malicious damage (e.g., practical jokes). If you believe that you have accidentally sent a computer virus via email or a website, contact the Office of Information Technology immediately.
- (h) **INVASION OF PRIVACY:** You may not attempt to break into another account, even if you only intend to play a joke. Attempts to access resources belonging to other users can result in a suspension of network privileges as well as other consequences, as decided by the Office of Student Services.
- (i) **ILLEGAL ACTIVITY:** You may not use the network for any illegal activity on your part or to assist others who are engaging in illegal activity. The network will be monitored and the University reserves the right to report the use of the network for illegal activity to the appropriate authorities.

5.0 Violations

The violation of any of these rules regarding the use of the University computer network will subject the violator to disciplinary action according to University procedures. In addition to barring access to network resources, a student, faculty, coach, or staff member who violates this Policy may also be subject to other appropriate discipline, including loss of privileges, disciplinary action, possible legal action or dismissal.

5.1 Students: Disciplinary proceedings involving students alleged to have violated this Policy shall be conducted in accordance with those procedures specified in the *Student Handbook*.

5.2 Faculty, Staff, and any Employee of Campbellsville University: In the case of suspected faculty, staff, or any employee of the University who are identified as violating this Policy, the information shall be referred to the employee's supervisor and/or human resources.

5.3 Contractors. Vendors. Consultants. Volunteers and Others: Any party external to the University, including but not limited to, University contractors, consultants, vendors, or guests found to have violated this Policy, may be barred from any subsequent use of a University Information Technology resource.

PEER-TO-PEER FILE SHARING POLICY

1.0 Overview

The purpose of this Policy is to detail the University's plans to effectively combat the unauthorized distribution of copyrighted material by users of the Information Technology Resources, without unduly interfering with the legitimate educational and research use of the Network; and to provide for annual disclosures to students on the University's policies and sanctions related to unauthorized peer-to-peer file sharing, as required by the Higher Education Opportunity Act of 2008 (the "HEOA").

Additionally, this Policy is intended to mitigate the University's potential exposure to security risks and liabilities associated with the exploitation of peer-to-peer (P2P) applications to illegally use, distribute and/or store copyrighted materials on the University's Network.

2.0 Policy Statement

The University is committed to preventing, in so far as practicable, the misuse of the University's Computer Network and other Information Technology Resources, including but not limited to the unauthorized distribution of copyrighted material by users of its Computer Network. It is the University's intent to maintain the integrity of its Computer Network, without unduly interfering with educational and research use, by utilizing the methods described in Section 6.0 of this Policy. This Policy does not ban legal P2P file sharing through use of the University Network, and the University will continue to support technologies that facilitate legitimate information dissemination and academic collaboration.

3.0 Scope

3.1 Individuals: This Policy applies to all individuals (students, faculty, staff, coaches, University volunteers, contractors, consultants and other members of the public) who use the University's Network and/or Information Technology Resources ("Users").

3.2 Resources. This Policy also applies to the University's Network and all other University Information Technology Resources; any other information technology resource made available to the University community through a University vendor-sourced network; and other electronic devices regardless of ownership when such device is actively using the University Network or is otherwise interfacing with a University Information Technology Resource. The physical location of any computer or other device is irrelevant to whether a violation of this Policy exists.

4.0 Definitions

The terms below shall have the meaning ascribed next to each:

(a) **University Computer** - Any computer that is owned, leased or rented by Campbellsville University whether such computer is located on or off University premises.

(b) **University Network** - Any part of the University's data, voice or video network physically located on any University owned, leased, or rented property or located on the property of any third party with the permission of that party. This includes devices on such network assigned any routable and non-routable IP addresses and applies to the University's wireless network and the network serving the University's student residence halls and houses, and any other vendor supplied network made available to the University community.

(c) **Digital Millennium Copyright Act (DMCA)** - A federal law passed in 1998 that revised copyright law for the digital environment to, among other things, define how alleged copyright infringements are to be handled and establish liability limitations for "online service providers."

(d) **DMCA Notice** - DMCA or copyright infringement notices are warnings issued from the copyright holder or a representative of the copyright holder. These copyright holders have identified computers on the University's Network as having potentially violated the DMCA and issue warnings regarding the infringement to the University.

(e) **IT** - The University's Division of Information Technology.

(f) **Information Technology Resources** - The University Network and all University computers and computer components, electronic storage devices, wiring, and electronic transmission devices owned, leased, rented or operated by the University or and all University owned or licensed software.

(g) **Peer-to-Peer (P2P)** - A network environment where participants share their resources (such as files, disk storage, or processing power) directly with their peers without having to go through an intermediary network host or server.

(h) **Peer-to-Peer File Sharing Applications** - Programs or services that use P2P technology to share music, movies, software, or other digitally stored files.

(i) **Illegal File Sharing** - File sharing, or peer-to-peer software programs (such as Limewire, BitTorrent, and others) can allow sharing of *copyrighted* music, movies, games, software, and other files often without the knowledge or consent of the user. *Sharing this copyrighted material is illegal*. For example, (but not limited to): any of the following activities, if done without permission of the copyright owner: 1) Copying and sharing images, music, movies, television shows, and/or other copyrighted material by using P2P technology. 2) Purchasing a CD or DVD and then making copies for others. 3) Posting or plagiarizing copyrighted material on your personal Web space. Or 4) Downloading anything of which you don't already own a copy (software, MP3s, movies, television shows, etc.).

5.0 Prohibited Activity

5.1 Violations

It is a violation of this Policy to use the University's Network or any Information Technology Resource of the University to distribute, download, upload, stream, scan, store or share any material including software, data, document, sound, music, video, picture, design, graphic, game, or any other electronic file when:

- (a) the file is copyrighted but distribution to the User has not been authorized by the copyright owner;
- (b) the intended use under the relevant circumstances is specified as illegal by any federal or state law, statute, regulation, proclamation, order, or decree;
- (c) when the material is considered by the University to be Protected Information under the University's Privacy Policy and the User is not authorized to access that information or to access that information for the purpose intended; or
- (d) when the User's intent is deployment or introduction of any virus or mal ware on any Information Technology Resource.

5.2 Circumvention Prohibited

Users of the University's Information Technology Resources shall not attempt to circumvent, bypass, defeat, or disrupt any device, method, or technology implemented by the University for implementing this Policy.

6.0 Procedures for Combating Unauthorized P2P File Sharing

6.1 Technology-Based Deterrents

(a) **Use of Deterrents.** The Director of Information Technology will utilize technology-based deterrents to combat the unauthorized distribution, downloading, uploading, streaming, scanning, storage or sharing of copyrighted material by users of the University's Network, and will periodically confer with the Technology Advisory Council to ensure that all such technology-based deterrents then employed by the University do not unduly interfere with legitimate educational and research uses of the University's Network.

(b) **Types of Deterrents.** At least one technology-based deterrent must always be in use at all times with respect to the University's Network. As determined appropriate from time to time by the Director of Information Technology, technology-based deterrents may include, but not be limited to, one or more of the following:

- Bandwidth shaping;
- Traffic monitoring;
- Accepting, aggressively pursuing and responding to DMCA notices; and/or
- By using commercial product to reduce or block illegal file sharing.

7.0 Educate and Inform the University Community

7.1 Mechanisms

The University shall employ, at a minimum, the mechanisms described in this document for educating and informing the University community about the appropriate and inappropriate uses of copyrighted material.

7.2 Institutional Information for Students

The University will make readily available to enrolled and prospective students the University's policies and sanctions related to copyright infringement including: (i) a statement that explicitly informs its students that the unauthorized distribution of copyrighted material, including peer-to-peer file sharing, may subject the student to civil and criminal liabilities; (ii) a summary of the penalties for violation of Federal copyright laws; and (iii) this Policy. The disclosure required by this Section 7.2 shall be made in the following manner: (a) Enrolled Students -- The Director of Information Technology shall be responsible for disseminating annually a notice to enrolled students regarding the University's stance on illegal file sharing. The methods of dissemination of the Notice may include the University's web pages, email, orientation presentations, student publications, and publication in the Student Handbook and the TigerNet portal. (b) Prospective Students -- The Office of Enrollment Services will post or link a copy of the institutional information on the Enrollment Services' web portal for review by prospective students.

7.3 Educating the Campus Community. Other members of the campus community shall be provided institutional information as follows:

- (a) The Information technology website will be kept up to date with the most current IT policies and procedures. The website is open to the public to view.
- (c). The Director of Information Technology shall be responsible for annually disseminating an email notice to all faculty, staff, and coaches regarding the University's stance on illegal file sharing.

8.0 Enforcement

8.1 Generally

The University's Network, computers and other Information Technology Resources are not to be used for any illegal purpose including, but not limited to, illegal file sharing. Accordingly, to preserve network security and reliability, the University reserves the right in all instances, and upon its reasonable suspicion, to block access from and to its network of any IP address associated with illegal activity and/or to disconnect any user from the network who can be traced to illegal activities, including illegal P2P file sharing. An infringing user shall bear legal and financial responsibility for events or activities resulting from or associated with his/her own misuse of P2P applications and any other illegal activity conducted by or through the University's network.

8.2 Students; Faculty; and Staff

In addition to barring access to network resources, a student, faculty, coach or staff member who violates this Policy may also be subject to other appropriate discipline, up to and including termination of employment and/or expulsion. No final adverse action may be taken pursuant to this section, however, with respect to any employee or student of the University unless such employee or student is afforded a meaningful opportunity to contest the adverse action, as further described in Section 9.0.

8.3 Contractors. Vendors. Consultants. Volunteers and Others

Any party external to the University, including but not limited to, University contractors, consultants, or vendors found to have violated this Policy may be held in breach of contract and, in such event, may be subject to such sanctions and damages as may be allowed under the contract and/or applicable law including, but not limited to, ineligibility to be considered a responsible source for subsequent contracting with the University. Other parties who violate this Policy but who do not have a contractual relationship with the University (including volunteers) may be barred from any subsequent use of a University Information Technology Resource.

8.4 Criminal and Civil Liability; Reporting to Government Authorities

In addition to the actions described in Sections 8.1, 8.2, and 8.3, the unauthorized acquisition or distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject culpable individuals to civil and criminal liabilities. To the extent required by federal or state law, or when the University otherwise deems it to be in its best interest, the University will report certain illegal activities to designated law enforcement agencies without warning or notice to the infringing User.

9.0 Enforcement Procedures for Handling Unauthorized P2P File Sharing

9.1 Alleged Violations

Alleged violations of the Digital Millennium Copyright Act (DMCA) shall be received by the IT's Designated Agent for the Receipt of a Claimed Infringement ("Designated Agent"). IT shall respond to all

DMCA notices. The receipts of such notices are to be logged and tracked by the Director of Information Technology. Attempts to identify the suspect computer(s) and User(s) will be made by IT staff. In the case of suspected offenders who are students, if successful identification is made, a copy of the notice and name of student(s) identified shall be referred to the Office of the Director of Student Services in accordance with Section 9.2(b). In the case of suspected faculty or staff who are successfully identified, the notice and name of the staff or faculty member(s) and relevant identifying information shall be referred to the employee's supervisor. In circumstances when criminal activity is suspected, the Director of Information Technology shall consult with the University's legal counsel and the University's Department of Safety and Security before notifying any party.

Any alleged violations that are discovered internally, through one of the deterrents mentioned in section 6, will follow the same procedures mentioned in the above paragraph.

9.2 Students

(a) Generally – Except for violations of DMCA, as set forth in the following paragraph, disciplinary proceedings involving students alleged to have violated this Policy shall be conducted in accordance with those procedures specified in the *Student Handbook*.

(b) DMCA - Violations of the DMCA by students shall be resolved as follows:

(1) Upon receipt of an alleged violation of the DMCA, the Designated Agent shall identify the person associated with the IP address cited in the Claim. If the identified person is a college student, IT shall notify the Office of the Director of Student Services and the University's legal counsel. The Office of the Director of Student Services will notify the student of the claim. Students who receive such notices must respond to the Director's notice within the period specified by the Director of Student Services, but in no event later than 3 school days after the notice of claim is received by the student. Such students shall be requested to acknowledge the notice and state whether they have received their own copy of the DMCA claim. If this is a first offense and the student acknowledges a violation of this Policy by admitting to the claim, he/she will be asked to stipulate in writing that he/she will comply with this Policy in the future. If the Office of the Director of Student Services does not receive such an acknowledgement and stipulation within the prescribed period, or if the student challenges the validity of the claim, the Director will initiate disciplinary proceedings.

(2) A second offense of this Policy will become a part of the student's disciplinary record.

(3) A third or fourth violation of this Policy may include fines and/or a disciplinary probation period or expulsion.

In any situation listed in (1) through (3) of this subsection, the University may suspend the rights of access to the University's network pending the final disposition of the disciplinary matter.

9.3 Faculty/Staff

Disciplinary proceedings involving faculty alleged to have violated this Policy shall be conducted as provided for in relevant provisions of the *Faculty/Administration Manual*. Disciplinary proceedings alleging violations of this Policy by staff shall be conducted in accordance with relevant provisions of controlling law and, to the extent applicable, the University's Policies and Procedures Handbook.. The University may suspend the rights of access to the University's network pending the final disposition of any employee disciplinary action.

9.4 Subpoena

The University will timely comply with all valid subpoenas seeking the identity of a person alleged to have misused the University's Information Technology Resources for illegal purposes.

CAMPUS SAFETY REPORT

Introduction

Campbellsville University is concerned with the safety and well-being of its students, faculty, staff, coaches, and visitors who are on the University's campus. The University maintains a staff of public safety officers who monitor the campus and respond to calls for assistance. These officers are trained in various areas of safety to provide the safest possible living and learning environment for Campbellsville University's students.

The safety officers' authority is established and defined by the administration of Campbellsville University. The policies established by the administration provide for crime prevention and victim assistance. Campus

safety officers provide basic security and monitor the campus for safety deficiencies. The officers also perform an academic service and support role at Campbellsville University because observance of policies, rules and regulations is part of the overall educational experience. In addition, it is their responsibility to provide reasonable assistance in the enforcement of state and local laws.

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 and the Kentucky Postsecondary Education Campus Security Act of 2000, crime statistics are made available on the University's website at https://tigernet.campbellsville.edu/ICS/Campus_Incident_Log.jnz. The numbers are subject to change due to on-going investigation results. The Daily Crime Log can be viewed in the Office of Campus Safety and Security located on the corner North Columbia Avenue and 1 University Drive.

Campus Safety and Security Cell Phone: (270) 403-3611
Campus Safety and Security Office Number: (270) 789-5555

Reporting Crimes

Any member of the administration, faculty, staff, coaches, or student body of Campbellsville University may report a criminal action. The enforcement authority for violations of local and state laws is the primary responsibility of governmental agencies having power of arrest. They can be reached by dialing 911.

Violations of campus policies and/or criminal acts should be directed to the Office of Campus Safety and Security. After officials have been contacted, the Office of Student Services or other appropriate college official should be notified. Campbellsville University safety officers work closely with the local police and in most cases, resolve conflicts or problems quickly. All pertinent emergency numbers are published in the Student Handbook and are prominently displayed in faculty/staff publications.

In case of a medical or weather emergency, call 911 for local rescue and emergency services. Accidents or incidents that require immediate attention by a physician should be reported within 24 hours to either the Office of Student Services or the Office of the Vice President for Finance and Administration.

Building Security

Safety and security officers on campus attempt to provide a safe/secure environment for CU students. Whether it be locking/unlocking campus buildings, patrolling the campus during evening hours, investigating suspicious acts, or monitoring parking lots/issuing parking tickets, etc., the emphasis is to keep students and campus community more safe and secure.

All campus buildings are secured and patrolled by CU safety officers. Unauthorized entering ("entering a campus building or facility without proper authorization") is considered a violation of campus values, which will result in disciplinary action with minimum sanction of loss of privilege or may be turned over to local police for investigation.

Access to residence halls is limited to residents, authorized personnel and invited guests of residents. Back doors of all residence halls are locked for security reasons. Residence hall personnel are on duty at the front door of the residence hall to admit late returnees upon presentation of a student ID or guest pass. Doors are not to be propped open for re-entry after hours. Persons caught propping doors will be disciplined.

Student Responsibility

Student cooperation and involvement are vital to a campus safety program. Students should assume responsibility for their safety and personal belongings by taking simple, common sense precautions.

Students should lock their rooms when their rooms are unoccupied, if only for a few minutes. Valuables such as stereos, cameras, televisions and computers should be marked with an engraving tool and serial numbers should be recorded and kept in a secure location. Cars should be parked in well-lit areas and always locked, with valuables in the trunk.

Students who see suspicious looking individuals or unusual incidents in or around the residence halls are encouraged to contact the Office of Safety and Security or the Graduate Residence Manager.

Current Policies Concerning Campus Law Enforcement

All students are required to abide by the laws of the local, state, national and international governments and are subject to judicial action by the University for violation of any of the laws thereof. Sanctions correspond to the degree of seriousness of the law violated.

In reporting a fire or personal injury, call 911 and give exact directions to the site of the fire or injury. Have someone stand nearby the incident to give emergency officials a complete description of the emergency.

The fire department requires that all fire alarms be turned into the local fire station. When an alarm is called in, fire officials will come on campus, evacuate the building and search for possible fire.

Crime Prevention Programs and Security Procedures

Crime prevention programs are held each semester at orientation and residence hall meetings to instruct students on how to avoid situations that would place them in danger. RAs receive special training to educate and deal with campus security procedures. Personal security issues are brought to the students in a variety of ways during these sessions. Detailed safety/security information is published in the Student Handbook, which is distributed at the beginning of the fall semester to faculty, staff, coaches, and students.

Specific notices are distributed and posted when events and circumstances need to be explained to the campus community.

Education programs to promote the awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses are presented each semester. Self-defense seminars are also offered.

Booklets, brochures, and other handouts regarding safety procedures to protect from sexual crimes are made available through residence halls.

Should a sex offense occur on campus, residence hall staff or campus security should be notified immediately! They will in turn notify the appropriate authorities. The importance of preserving evidence for proof of a criminal offense is stressed to the students.

Information regarding on/off campus counseling, mental health, and other student services for victims of sex offenses is posted and made available through the Office of Student Services.

Substance Abuse: Prevention and Intervention

Campbellsville University complies with the federal regulations regarding the Drug-Free Workplace Requirements and, therefore, prohibits the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance on its campus and with University-sponsored classes, events and activities. Because the use of alcohol, narcotic drugs, and other mind-altering drugs can be detrimental to the health of the individual members of the campus community, such use is in direct violation of the standards of the University. This policy applies to students, faculty, staff, coaches, and administration.

Education and prevention programs on alcohol/drugs are presented each semester to students at residence hall meetings, orientations, and chapel/convocations.

Disclaimer

This publication is for informational purposes and does not constitute a contract between Campbellsville University and any member of the student body, faculty, or the public. Campbellsville University reserves the right to modify, revoke, add programs, requirements or costs at any time. Students who have been out of school for at least a year will usually be subject to the requirements in effect.

For the most accurate and up-to-date calendar of events, go to our Campbellsville University website, <http://www.campbellsville.edu/calendar>.

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